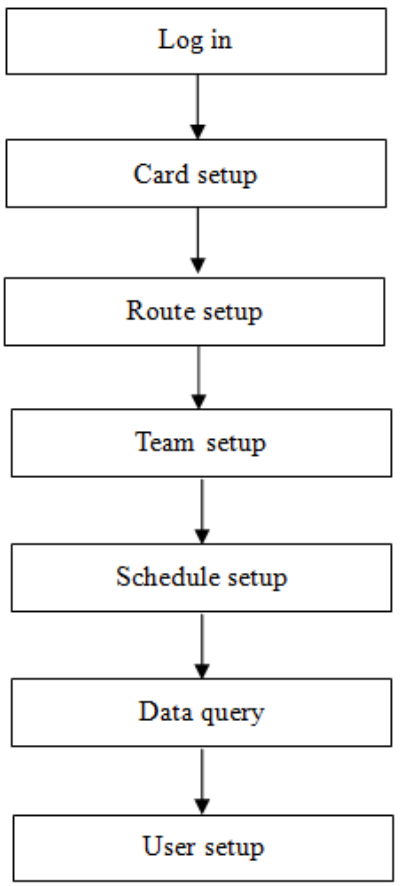
User manual of Patrol V6.0

Ⅰ. Software instruction



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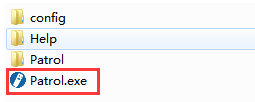
Ⅱ. Attention

- If run this software at Windows XP, please download and install ".net framework4.0 " .

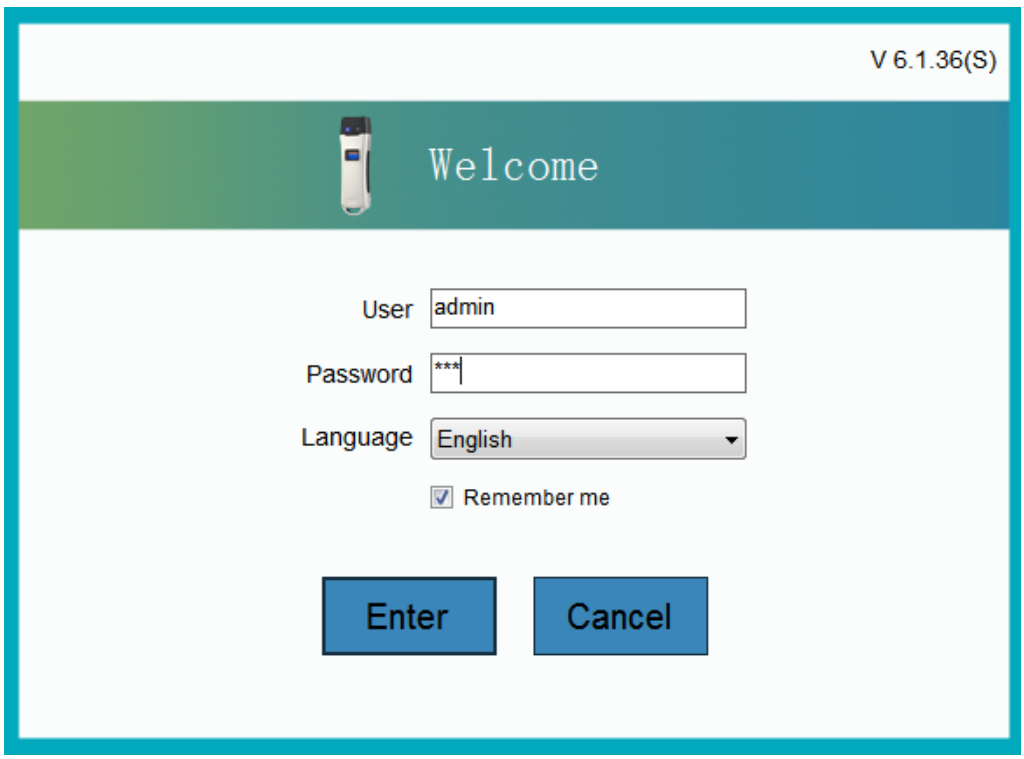
If run at Windows 7 or above ,please ignore it because it is included in operation system .

Ⅲ. Software operation

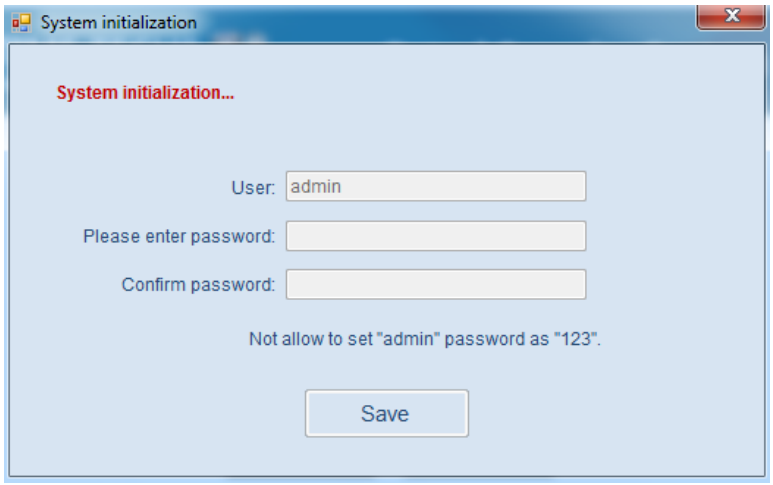
1. Log in

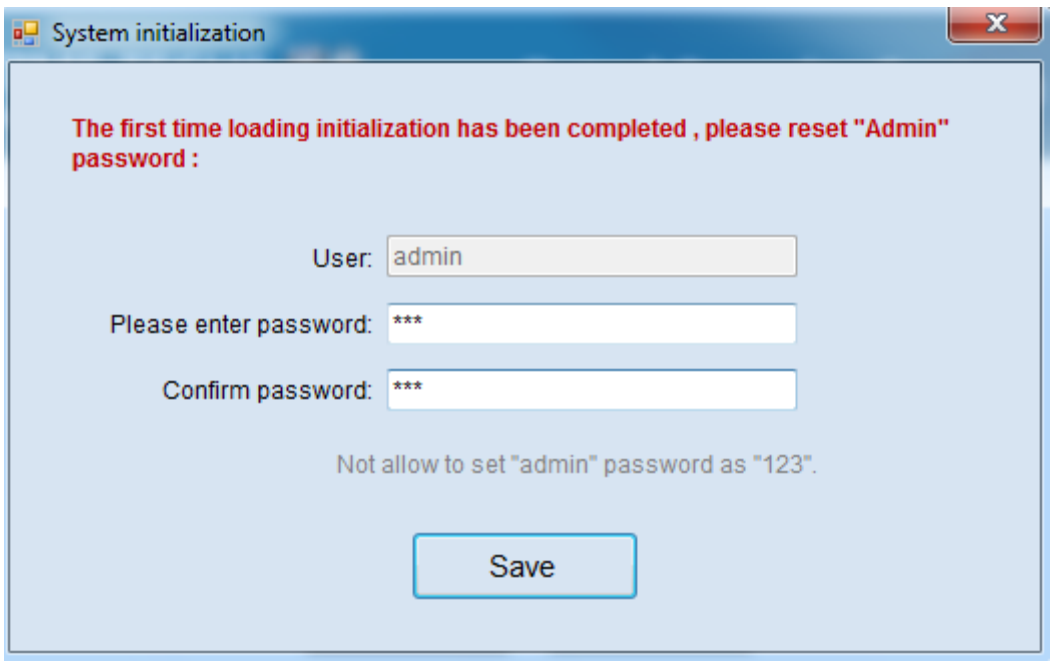
Double click "PatrolCS.exe" 

, go to log in interface .The original user name is "admin", default password is "123".



Notice: When the first time to run the software, system will initialize the database. At the same time, it will ask to set super manager's password .

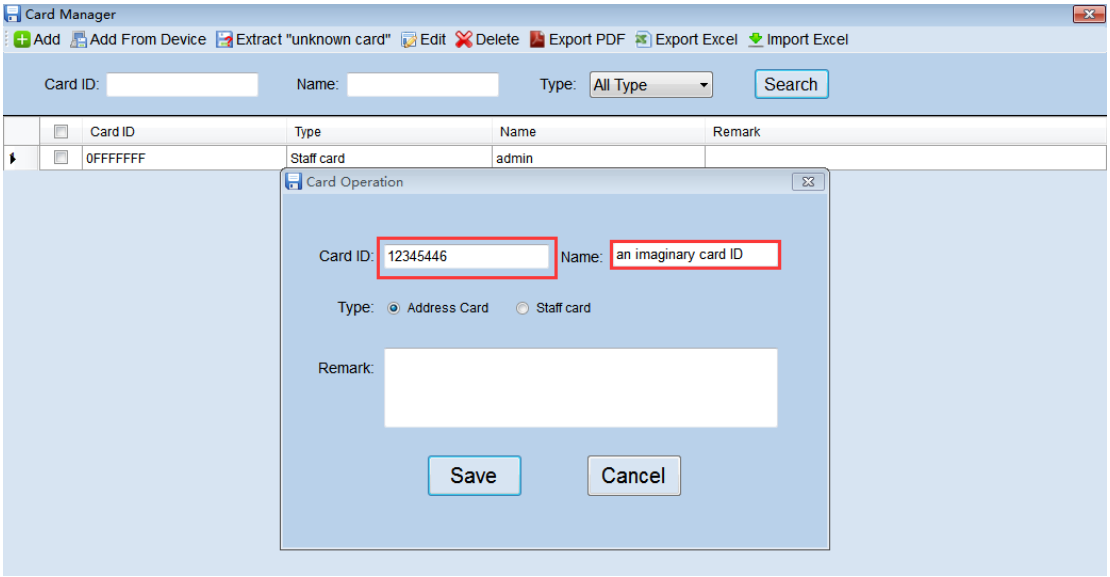




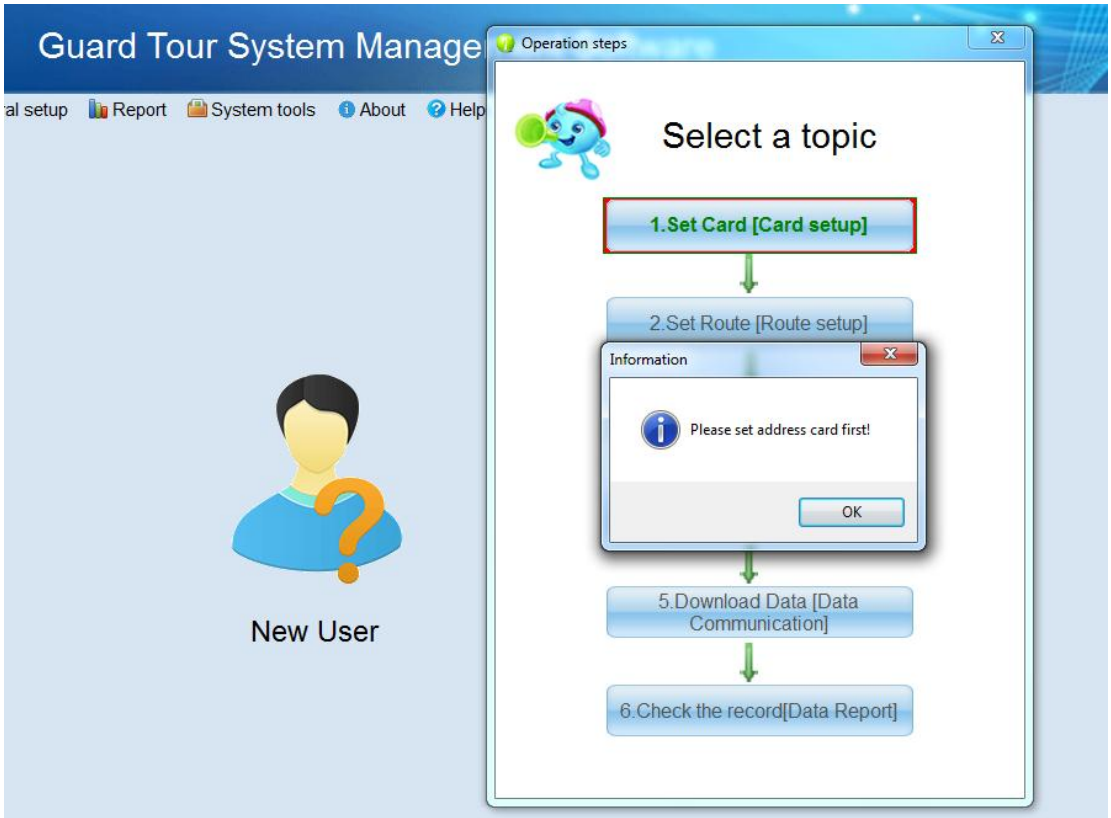
2. New User

➢ When you go to Home page at the first time, system will automatically guide you to **New user** page, it will ask

you to set card first “Please set address card first !”, click this button to go to [Card setup] page, this prompt will disappear only if you finish card setting work at this page . **If you just want to test software, you can type an imaginary card ID (8 characters) and route name. As below:**

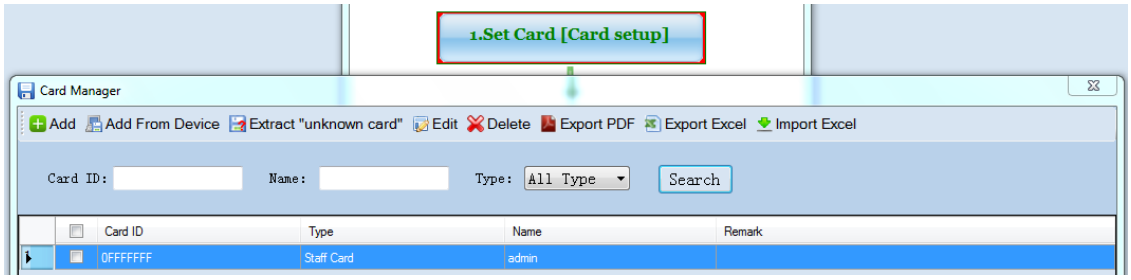


Note : This is to be sure the most important settings in software had been done in advance in case you have to back to this page for setting and save much your time .



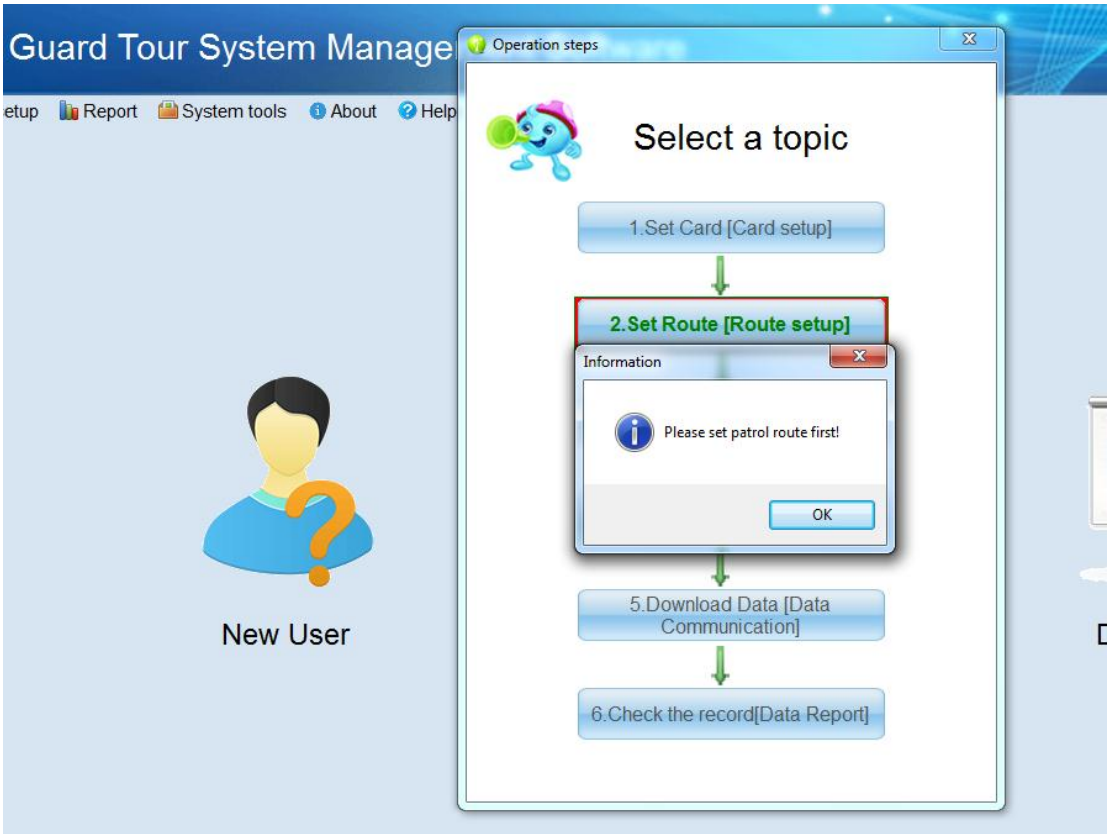
Click " 1. Set Card [Card setup]"to go to **Card Setup** for card settings page.

You can click "Add" Add to add several card manually for testing . If there are card scanned and stored in patrol device , you can click "Add from device " Add From Device to add in batches .

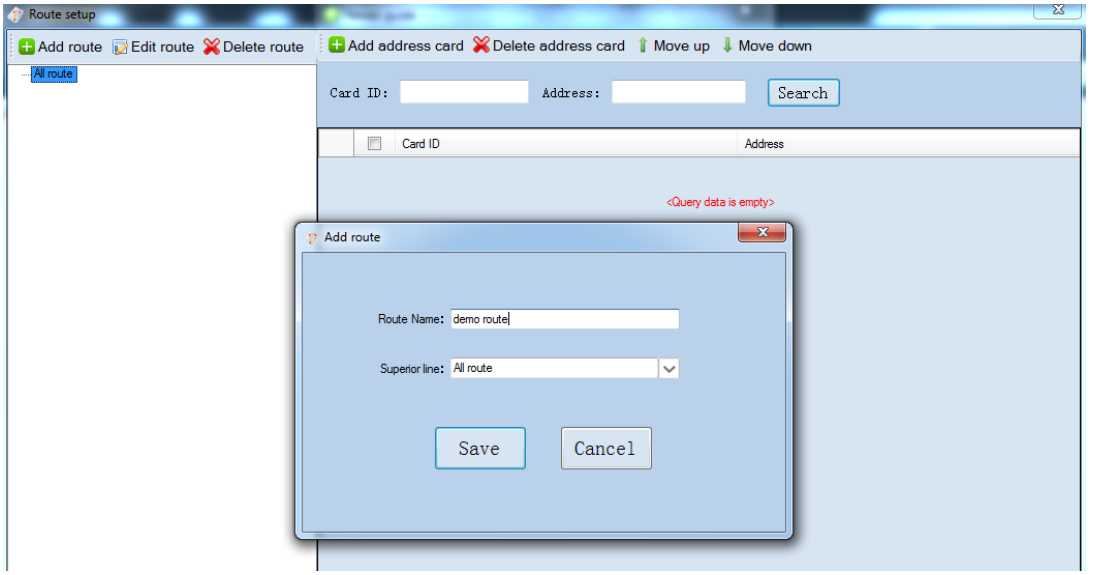


When you finish card adding work , software will guide you to "route setup " settings . Click this button to go to [Route setup] page, this prompt will disappear only if you finish route settings at this page .

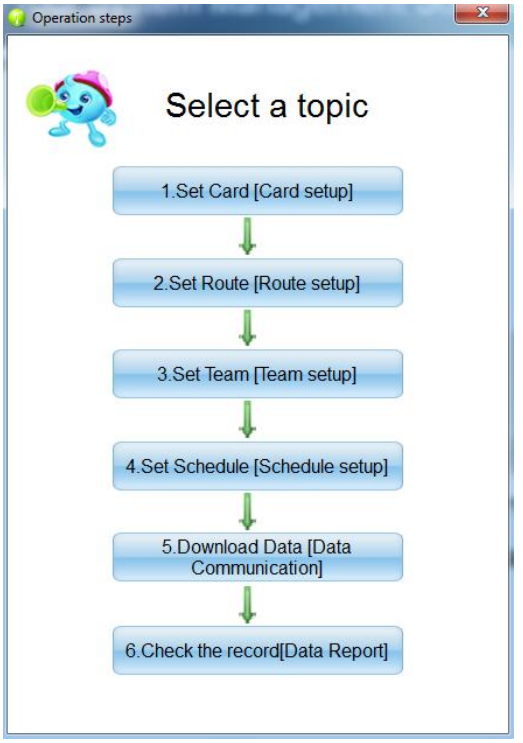
Note : This is to be sure the most important settings in software had been done in advance in case you have to back to this page for setting and save much your time .



Click “Set Route [Route setup]” to go to route setup page.



After you finish card settings and route settings ,then you can do other settings or go to other interface. You can follow the steps with the order in "Newer guide" to finish all software operation .

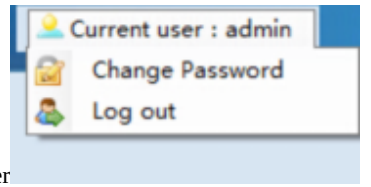


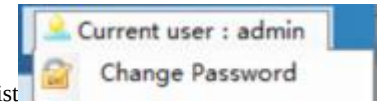
- Card setup : You can set card information (check point , staff ID card , event card)here .
- Route setup : You can set route information here (arrange check point to related patrol route)

- Team setup: You can assign staff to related patrol team .
- Schedule setup: Set patrol plan here
- Download data : You can download data via this interface
- Data report : You can check all data report here

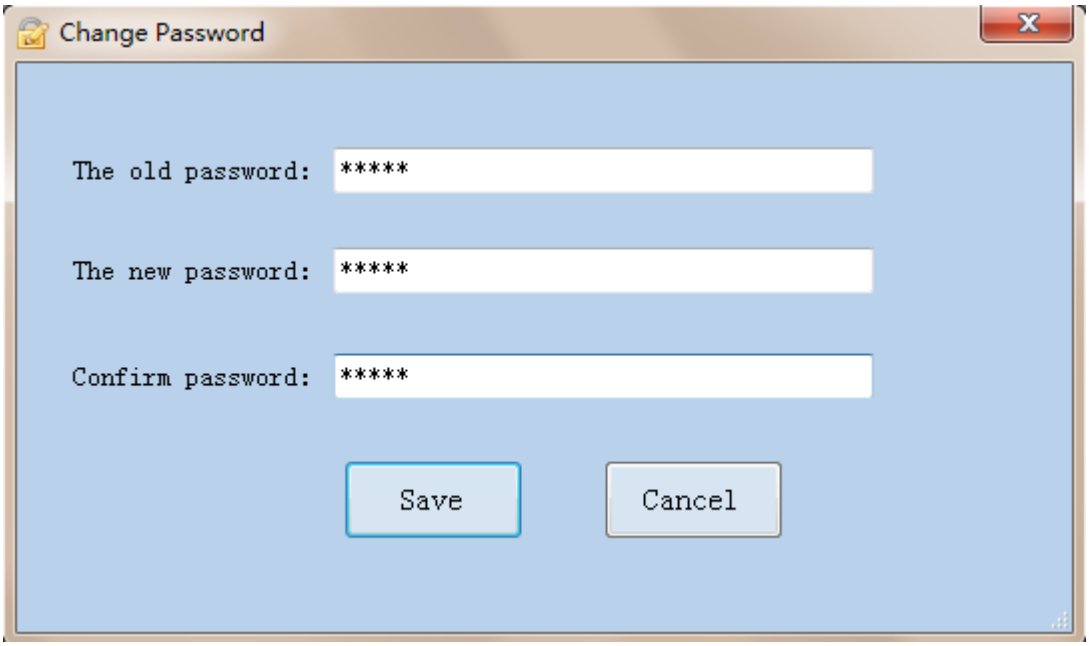
3. LOGO title

- Show logo and name

- Show current user 

- You can change password from pull-down list 

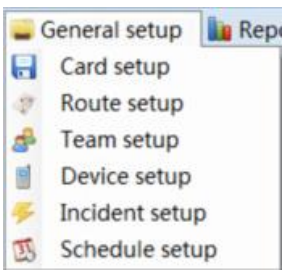
- Type in password (old one) -> type in new password ,confirm password-> save ,finished

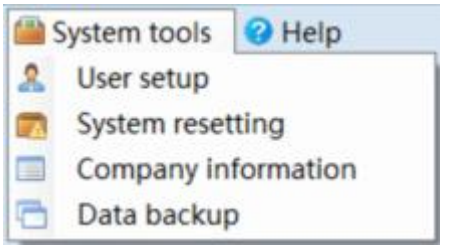


- Click user current user name ,you will see log out mould. If click" log out" , interface will back to log in page .

4. Navigation bar

- Click navigation bar, system will go to these page

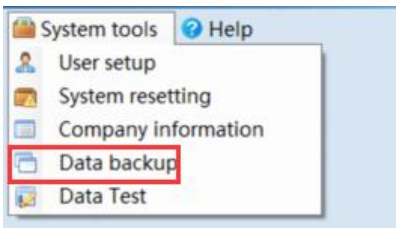


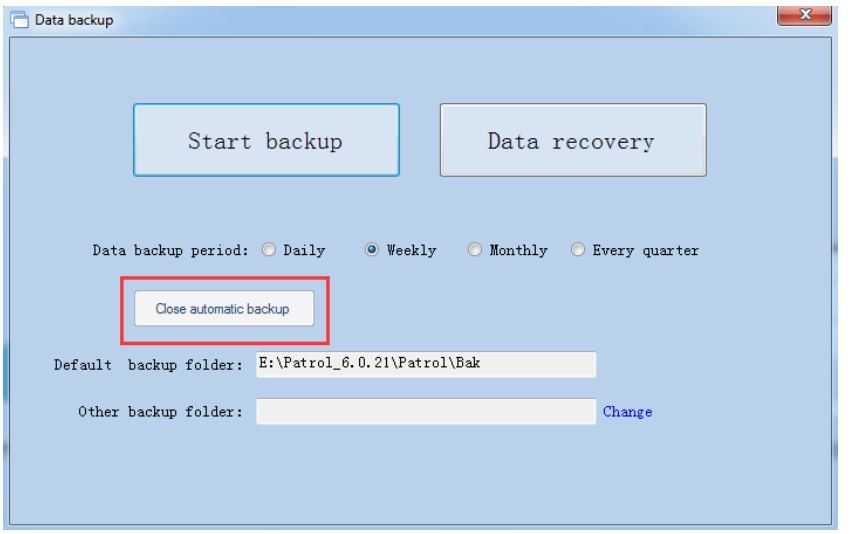


5. Home page display

- Newer guide: General setup steps
- Data communication : Go to Communication Program
- Data report : Query all data and report

Notice : When you log in software at the first time, system will default open database backup, you can close auto-backup manually at “Data base” page manually (as below picture), then software home page will suggest you to open automatic backup every time when you go to home page.





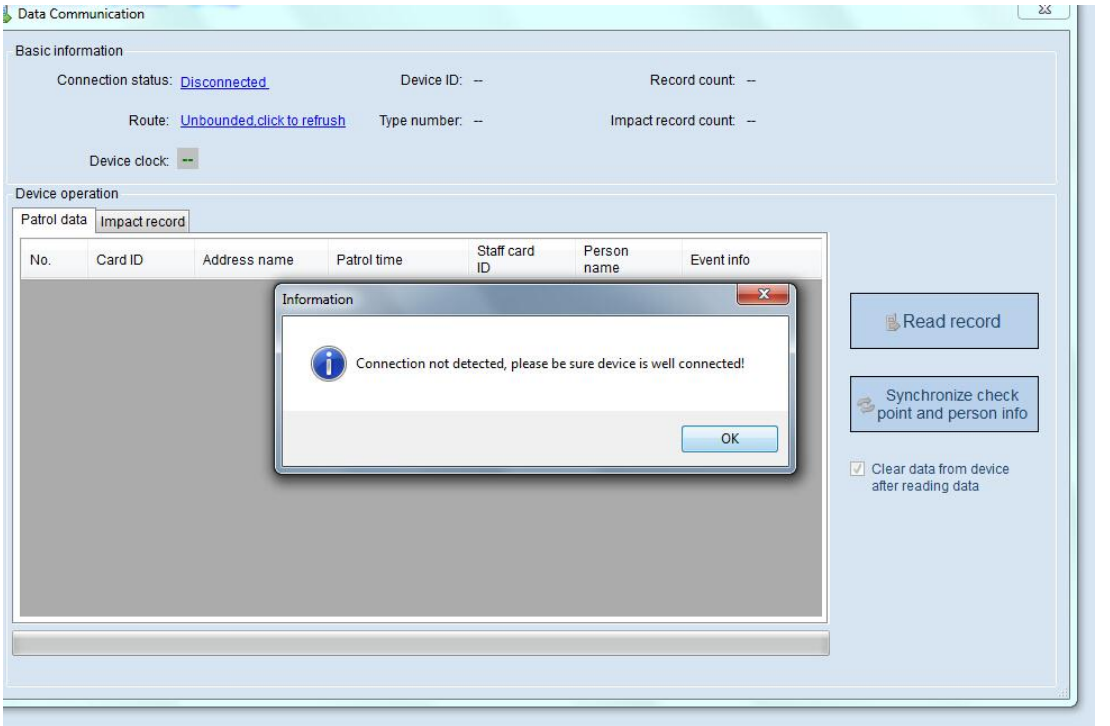
6. Data communication

1. Click data communication , you can download data here.

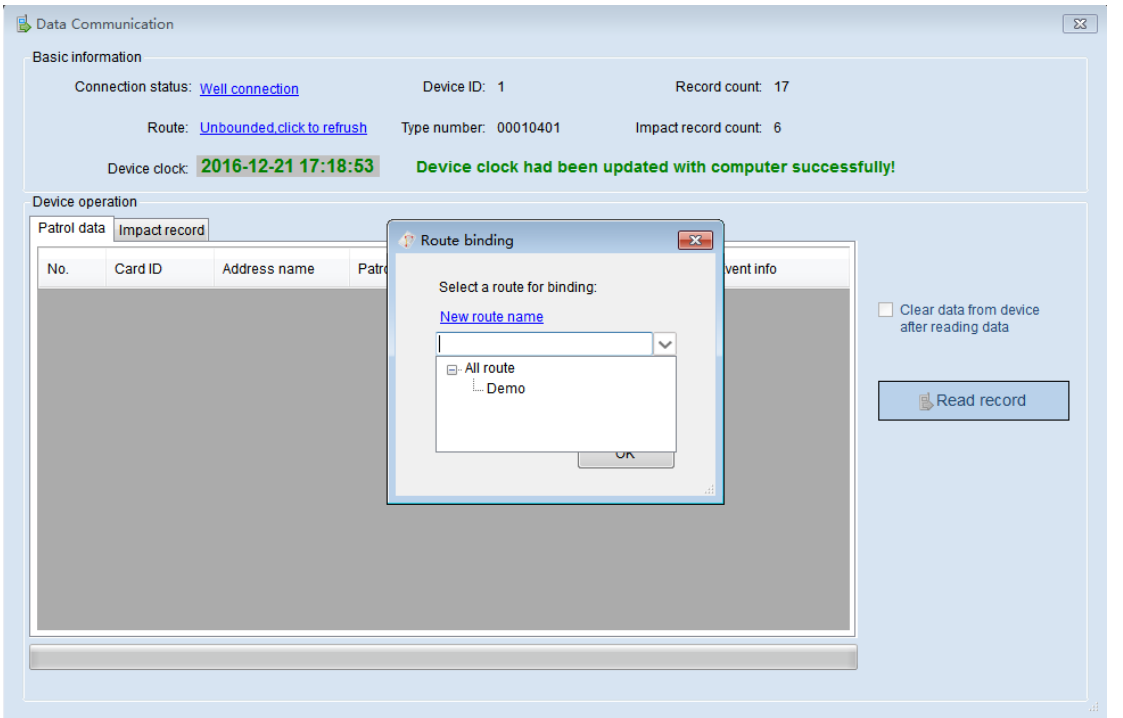
2.Communication page (**Basic series device**)

If software not detect patrol device , system will prompt " Connection not detected , please be sure device is well

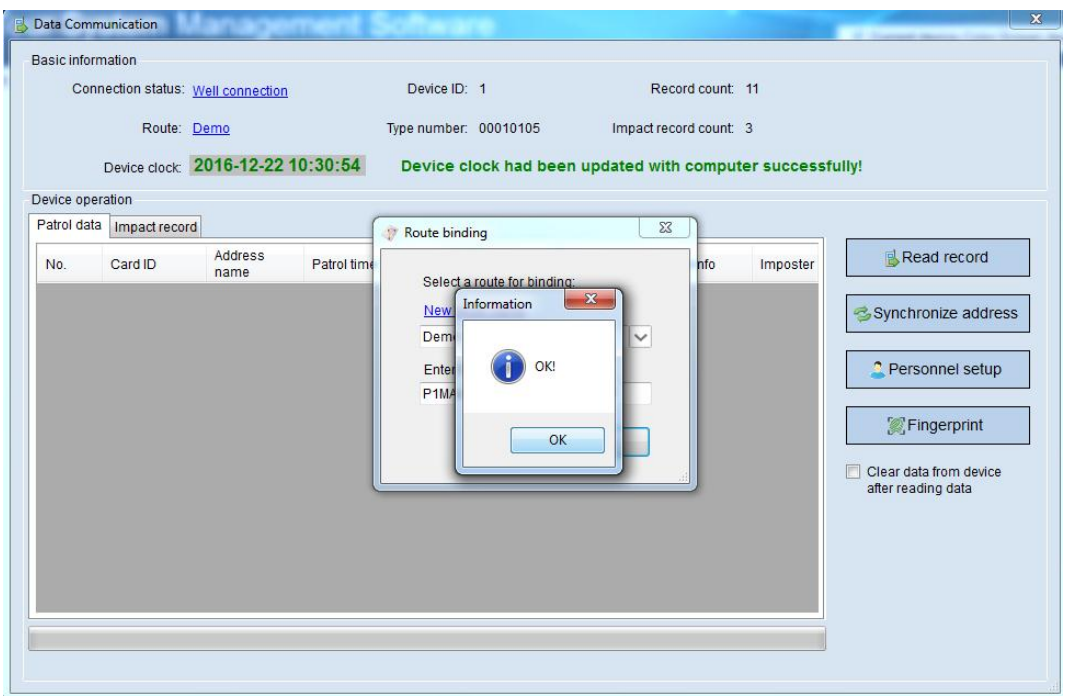
connected ! ”, please connect device well with computer for communication .



➢ When the patrol device connect with software at the first time , software will ask you to bind patrol device to software . Please select a patrol route to bind patrol device to .

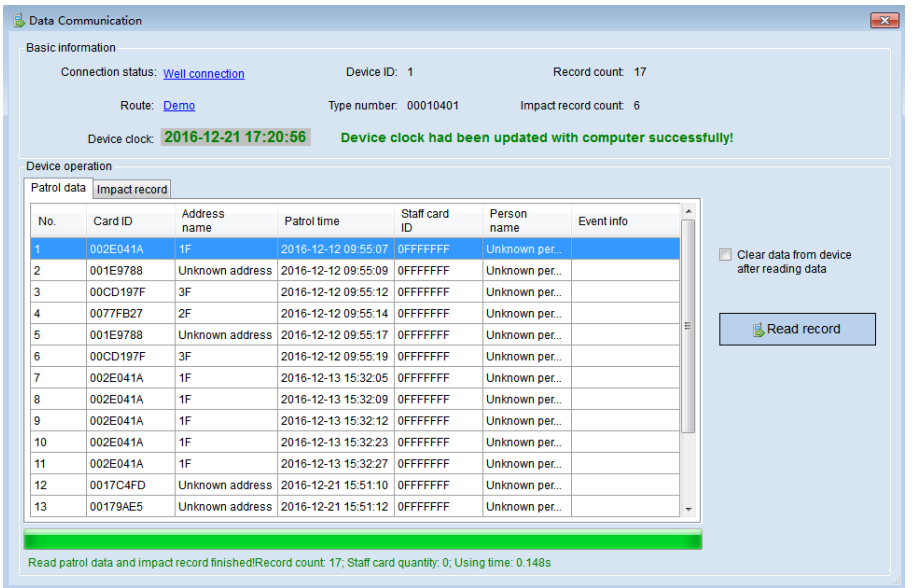


Once device is successfully bound to software, you will see prompt box “OK ” .

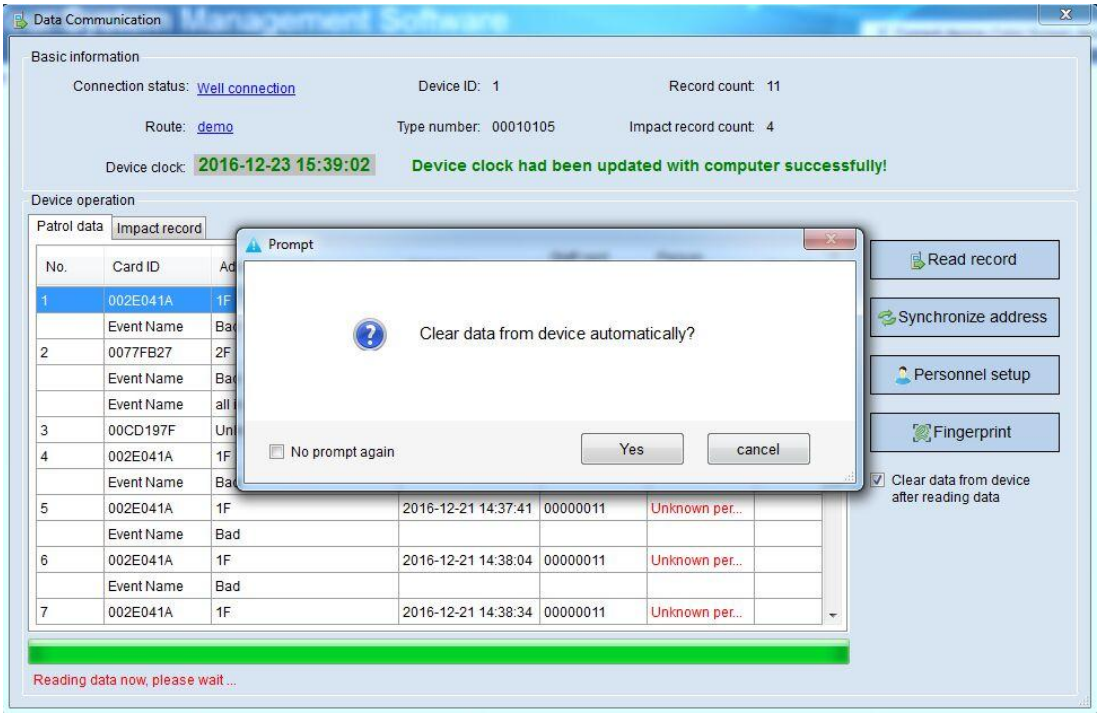


Basic information:

- Connection status : If device connection status changed, please click “ disconnected ”to refresh device connection status .
- Device’s basic information : Device ID , device type number , record count (patrol logs amount stored) , route (which patrol route this device work for) ,impact record (the impact amount stored) .
- Clear data from device after reading data : Software will clear all data from device automatically after reading data .
- If there is impact record stored in device , data will show here when you click “Impact record” . If no impact record generated , there will be empty .

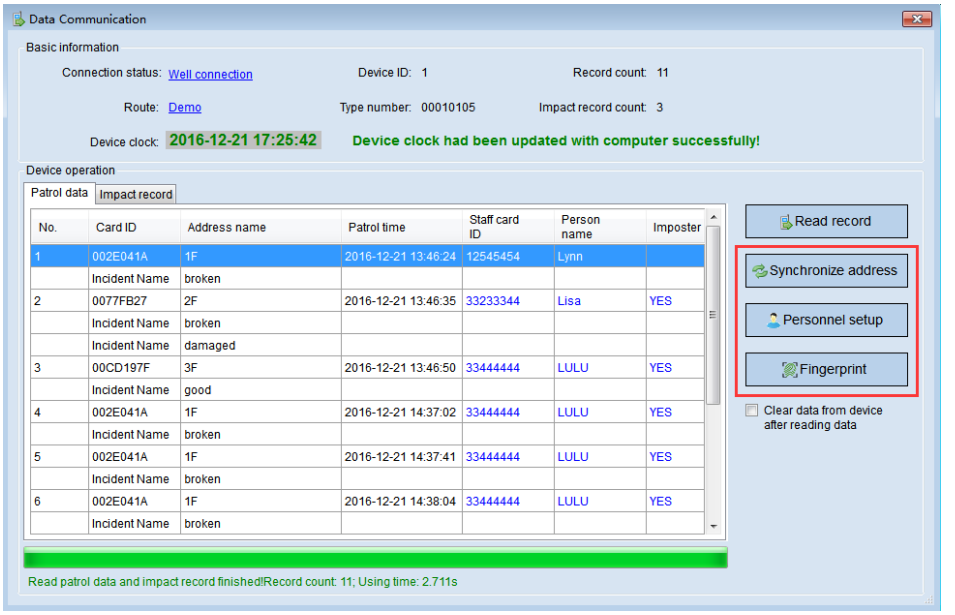


If you tick “Clear data from device after reading data , software will clear data automatically from device . **Please be careful with this step, data will not be recovered to device .**

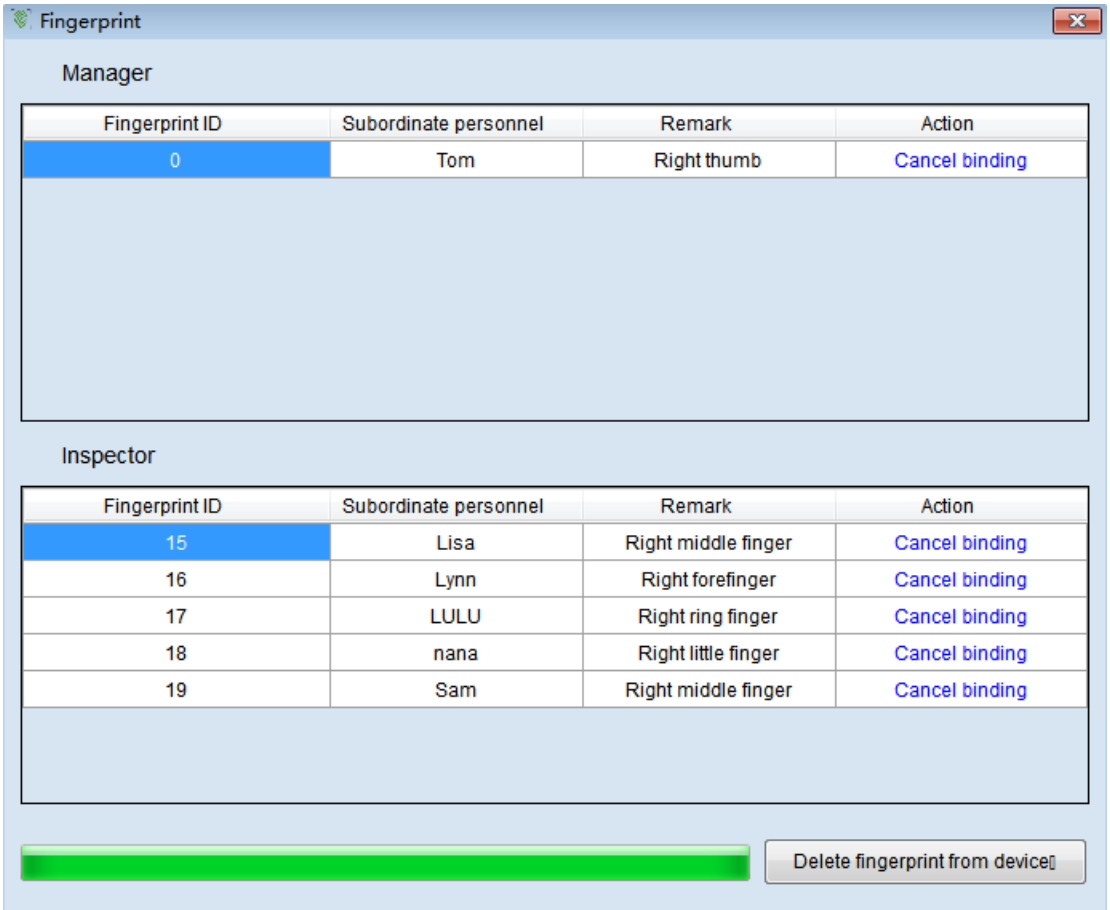


Fingerprint type device :

Basic function of this type device are the same , in addition ,there are other function : **Synchronize address**, **Personnel setup** and **Fingerprint** .



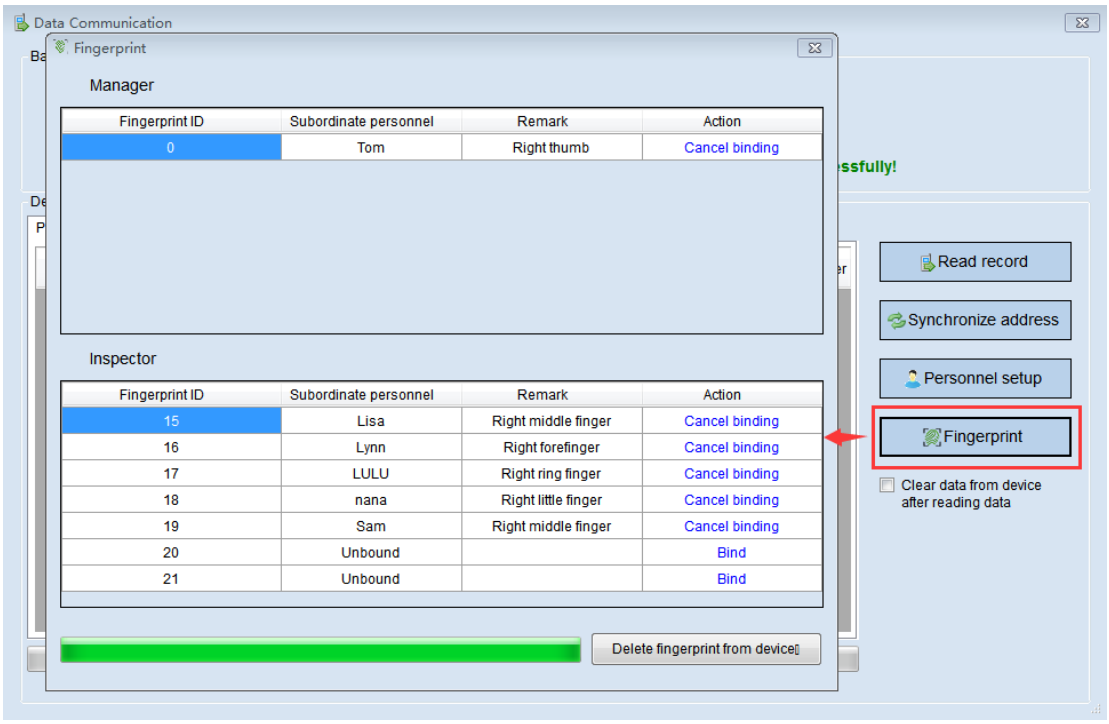
Fingerprint : This are for fingerprint ID binding with staff and cancel binding operation . 2 parts fingerprint contained : Manager's fingerprint and Inspector's fingerprint .



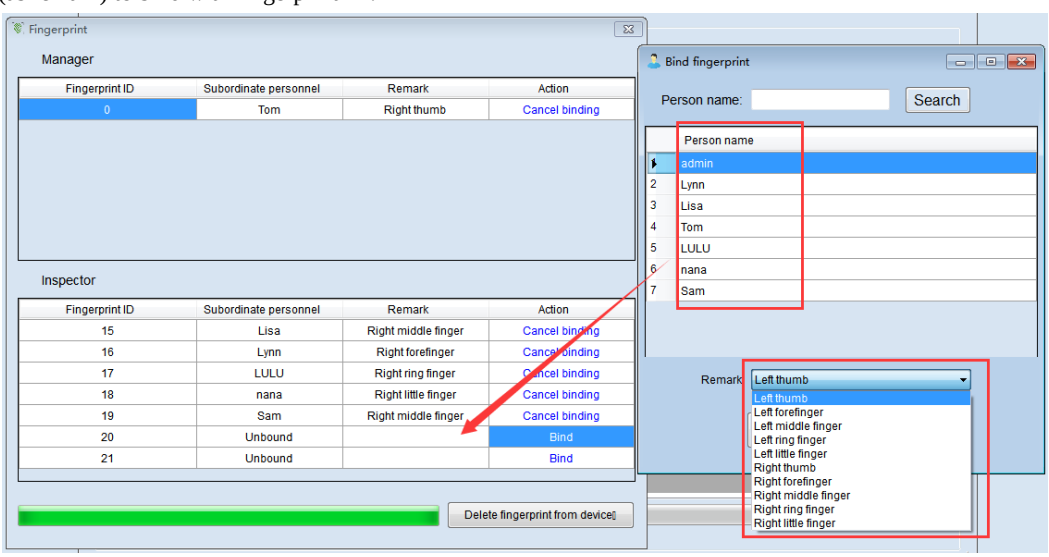
How to bind fingerprint to related person ?

1. Click "Fingerprint"

, software will download all fingerprint ID from device to software , and all registered fingerprint ID and unbound fingerprint ID will be all displayed .

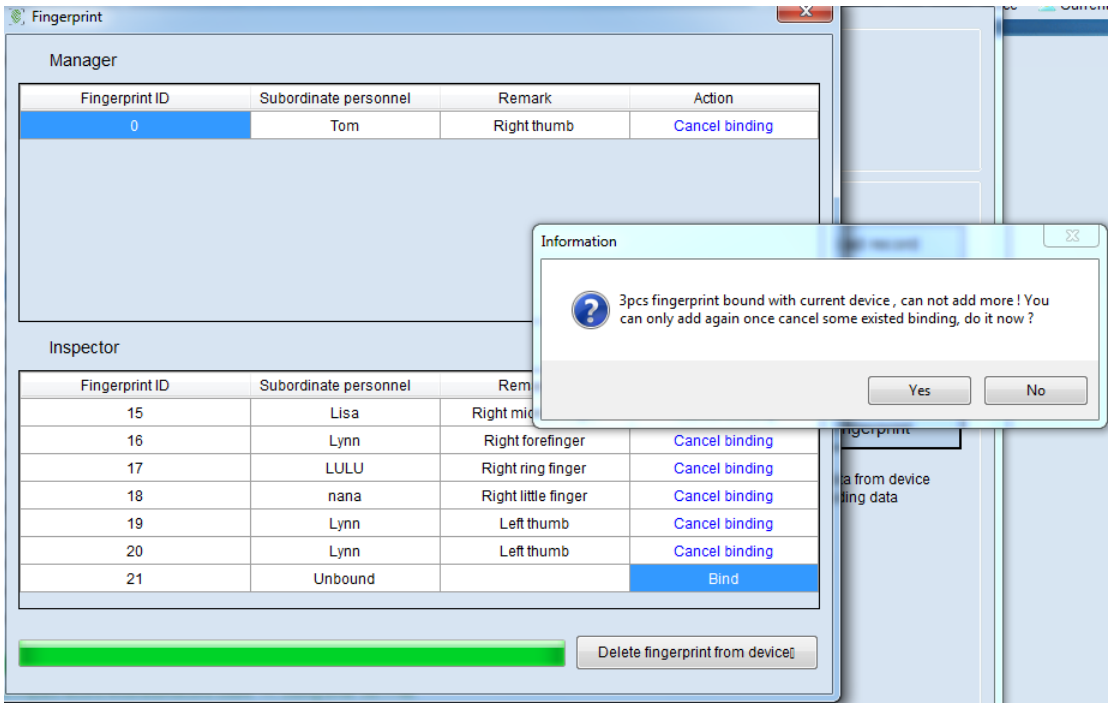


2. Click “Bind” to add person (person’s name are from the staff card list what user preset)and their fingerprint (as remark) to bind with fingerprint ID.



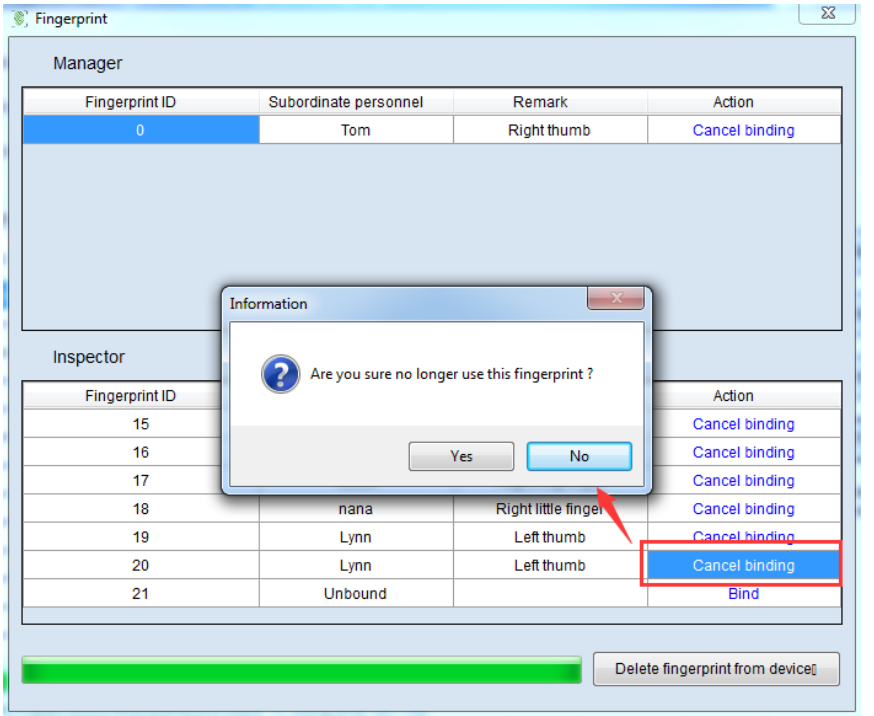
Every person can be bound with 3 pcs fingerprint maximally , when you bind the fourth finger for selected person, software will show “3pcs fingerprint bound with current device , can not add more ! You can only

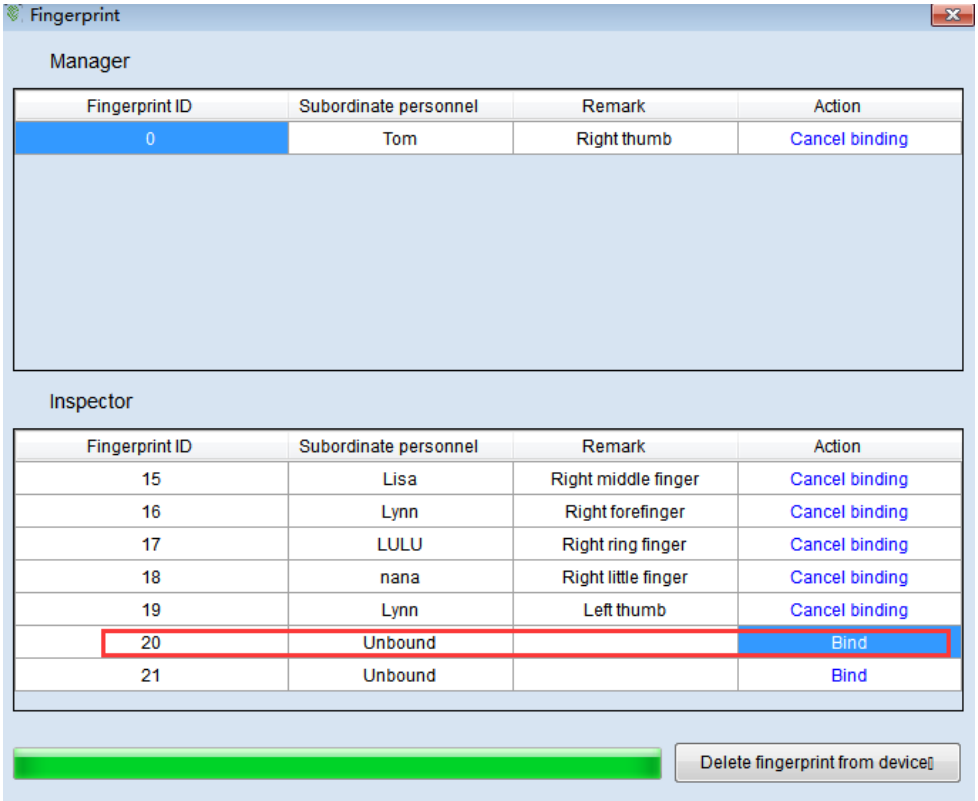
add again once cancel some existed binding, do it now ?



How to cancel fingerprint binding ?

Click “cancel binding ”, fingerprint ID will be removed from existed person

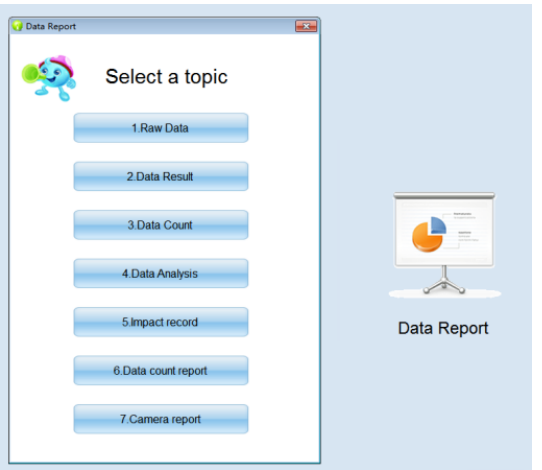

Fingerprint
Manager
Fingerprint ID
Subordinate personnel
Remark
Action
0
Tom
Right thumb
Cancel binding
Information
Are you sure no longer use this fingerprint ?
Yes
No
Inspector
Fingerprint ID
Action
15
Cancel binding
16
Cancel binding
17
Cancel binding
18
nana
Cancel binding
19
Lynn
Left thumb
Cancel binding
20
Lynn
Left thumb
Cancel binding
21
Unbound
Bind
Delete fingerprint from device



The same person can be bound with 3 pcs fingerprint ID maximally, BUT PLEASE NOT person type can't be mixed . For example , if TOM is bound to "Manager" type , he can't be bound to "Inspector " type , rest 2 pcs ID of TOM can be also bound as "Manager".

7. Report

Click "Data Report ", you can see all report and result here . Including " Raw data", "Data result", "Data count", , "Data analysis ", "Impact record" , "Data count report" and "Camera report".



8. General setup

8.1 .Card setup

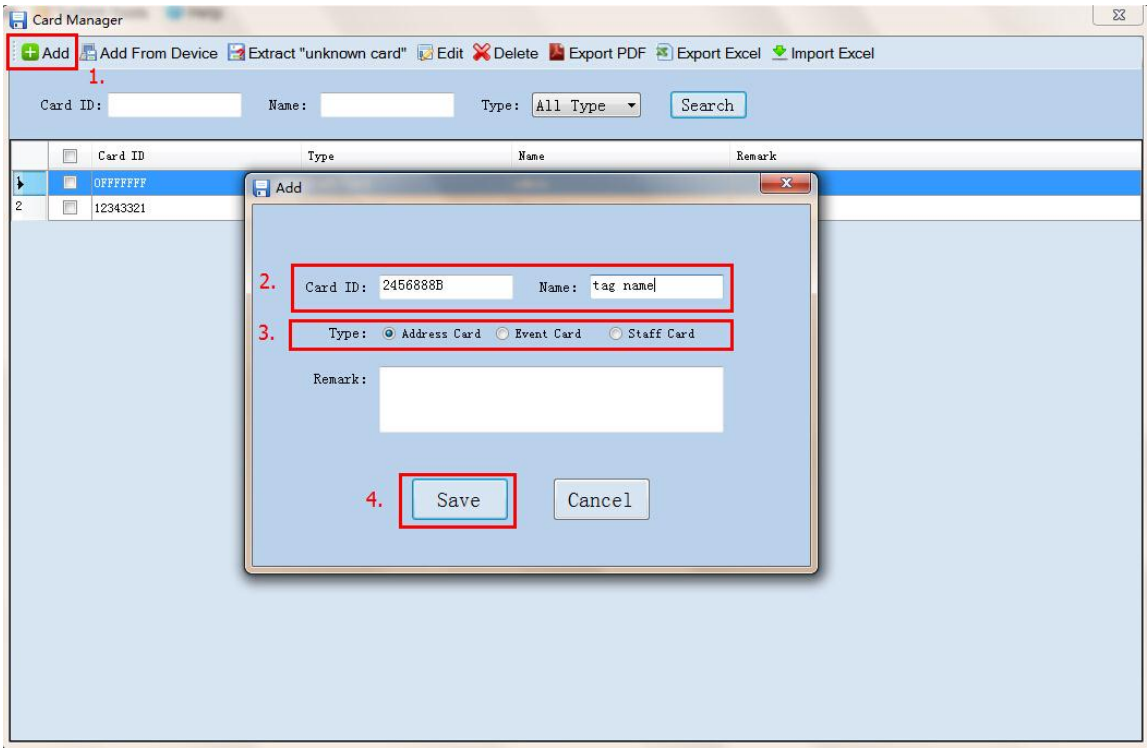
There are two way to set up tags (check point , staff ID card , event card) :

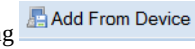
A. Add manually (this method cost much time and easy making mistake)

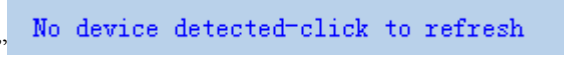
B. Add from device (this method recommended . Please read tags with patrol device in order , this will make " register new tags " very easy and efficient) .

C. Extract "Unknown card" (this method recommended . Every time when you connect patrol device with software , software will save all cards automatically to database including " Unknown card ", when you click **Extract "Unknown card"** ,all unknown card saved in software will be displayed in list) .

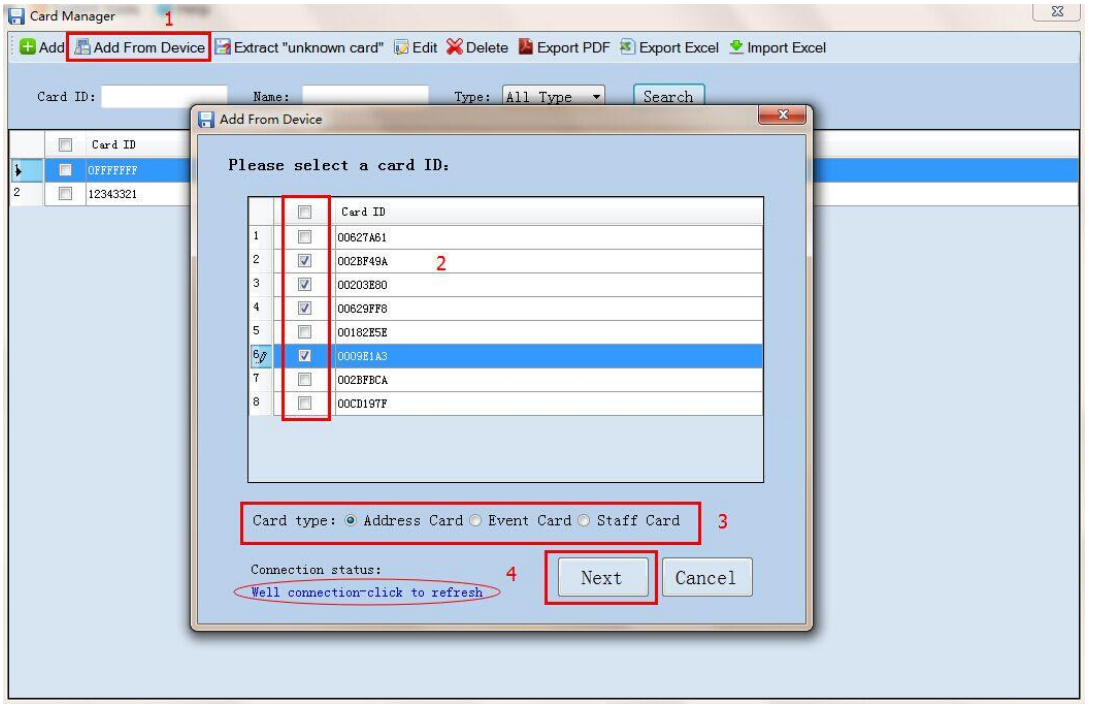
1. Add manually :



2. Add from device : Please read all should registered card with patrol device in order in advance . Software will show all card with reading time order , also the device must be connected with software when you do this . You can register new card under communication interface or this interface by clicking 

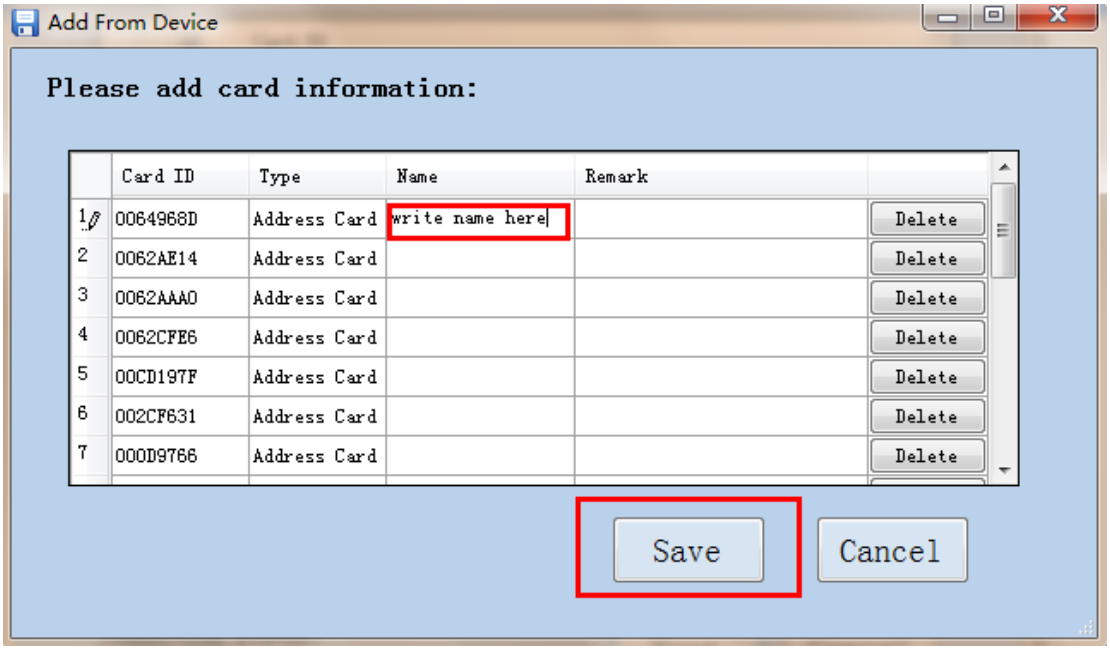
. If not work ,please check whether device is well connected with software , you can click" No device detected- click to refresh" 

to refresh connection .

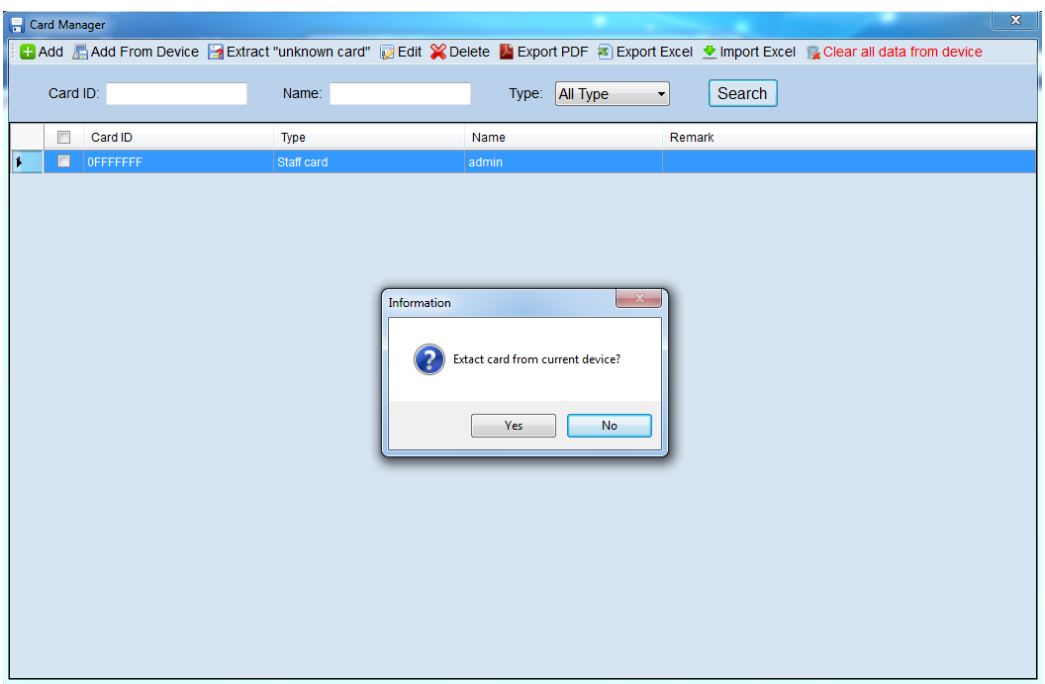


3. Extract “Unknown card ”: You can operate this button even while device is connected with software or not connected . If there is device connected with software, all card saved in database (including all patrol device connected with software) and current unknown card saved in patrol device will all displayed in list . If no device connected with software , all unknown card from previous device will be displayed in list .

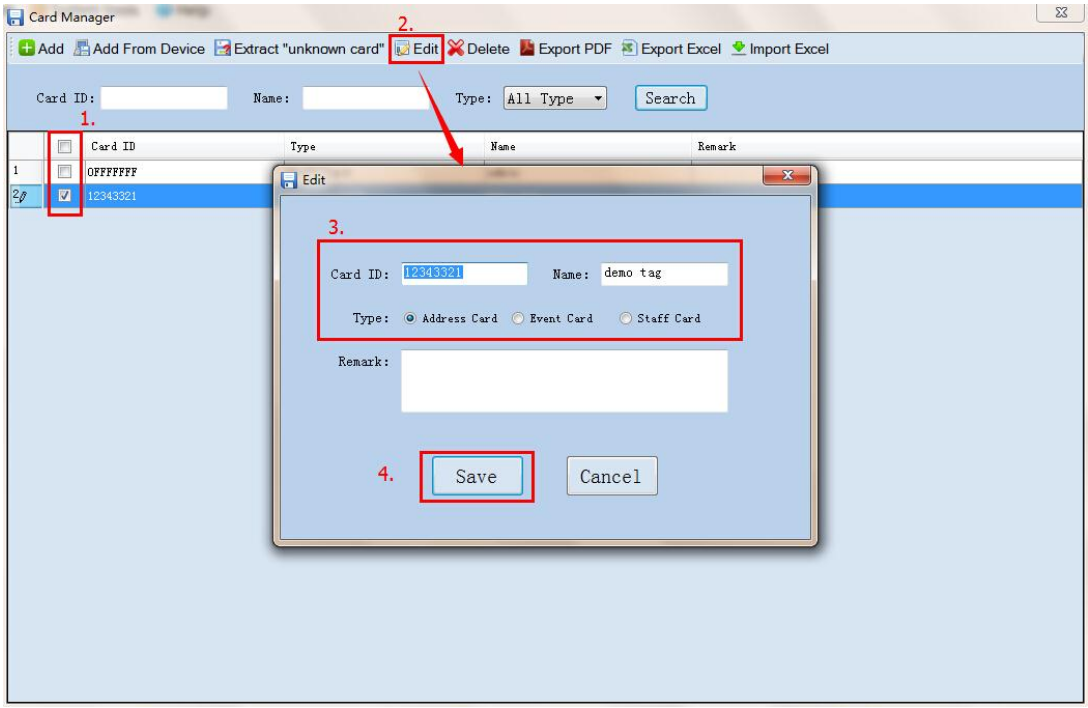
If you save some tags wrongly, you can also click “delete ” to remove from the list you want to save



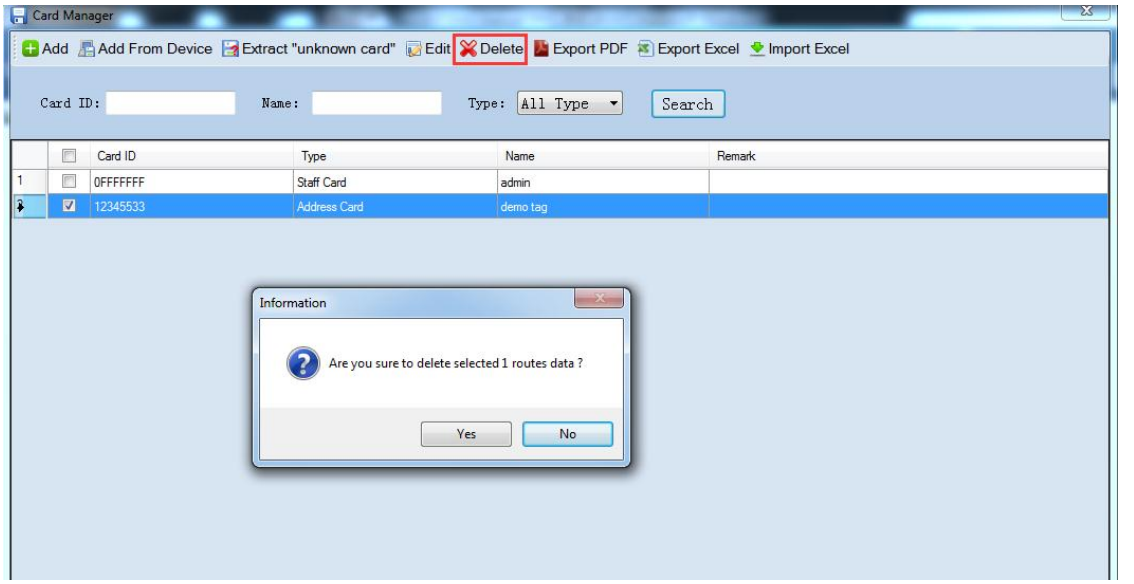
While your first time to connect device with software, and if there is none card registered , software will prompt “Extract from current device ?” , you can extract card from device and register them to software directly. You can also clear all data from software by clicking Clear all data from device .



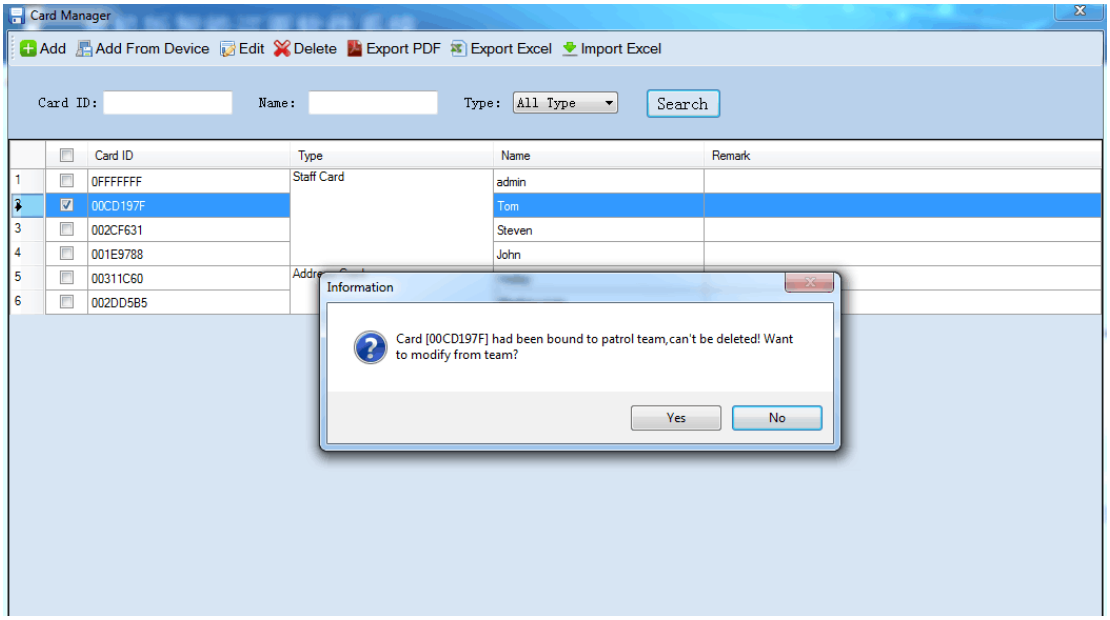
3. Modify card : If you want to modify existing card information, please tick the card and click “edit ” for modification (you can modify card ID or card name , remark or card type).



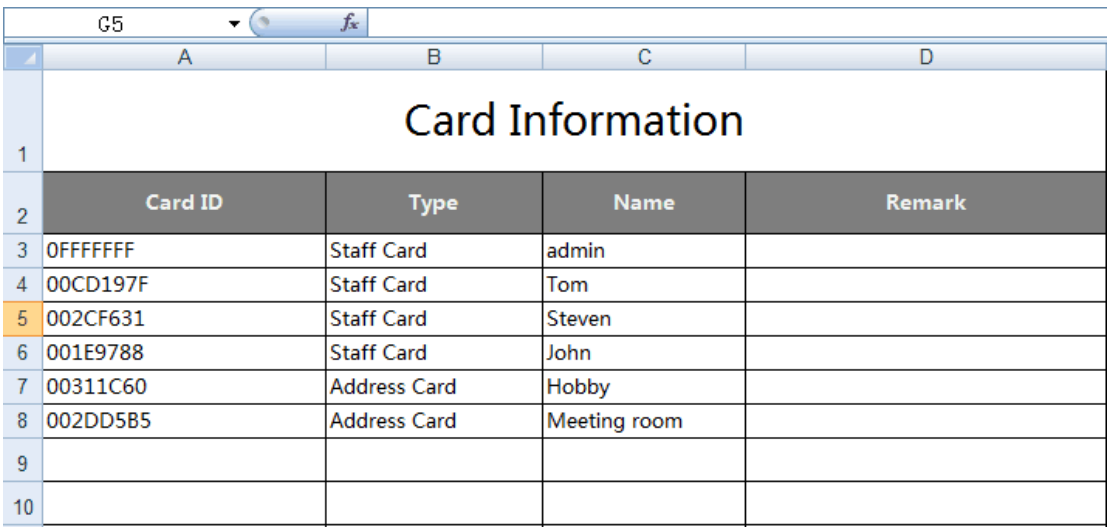
4. Delete card : Please tick the card you want to delete , click “ delete ” and “OK” to delete .



*Notice : If show this prompt , please go to the related patrol route and patrol schedule , then you can delete card .

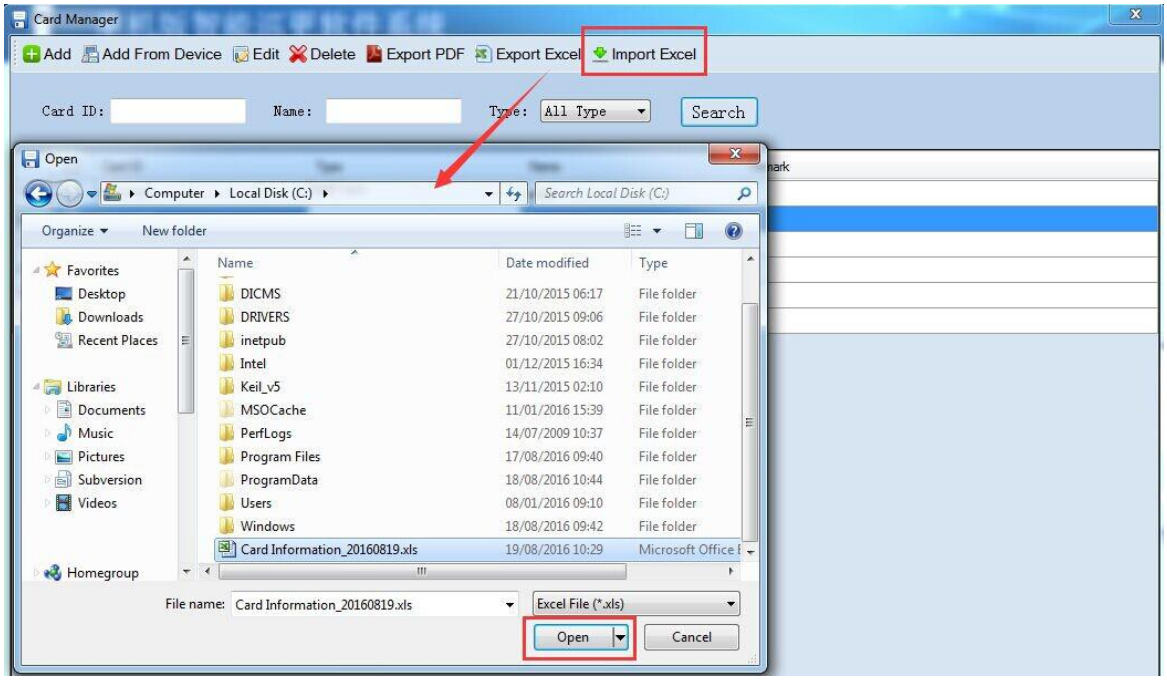


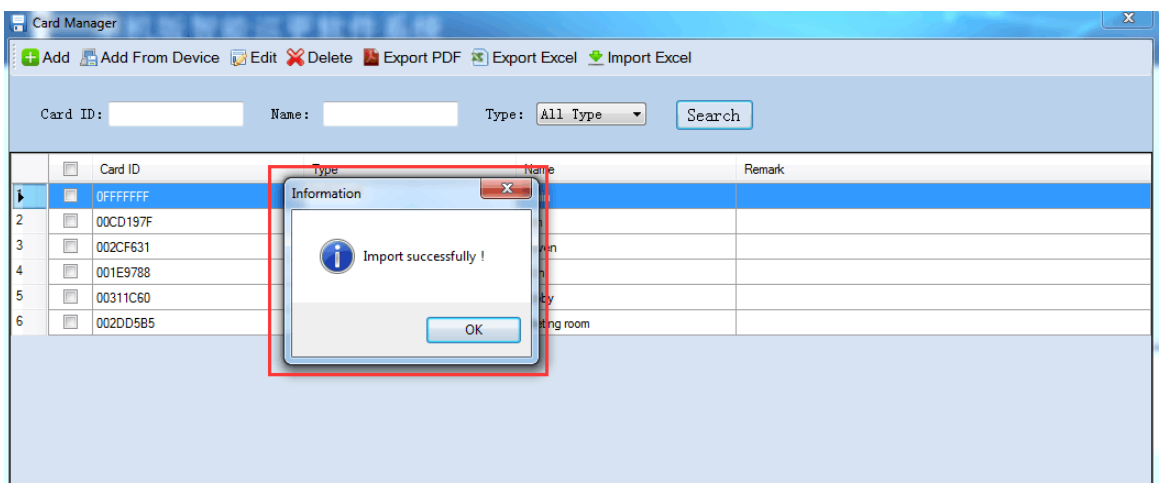
5. Export card list : You can export “pdf” and “ Excel ” format .



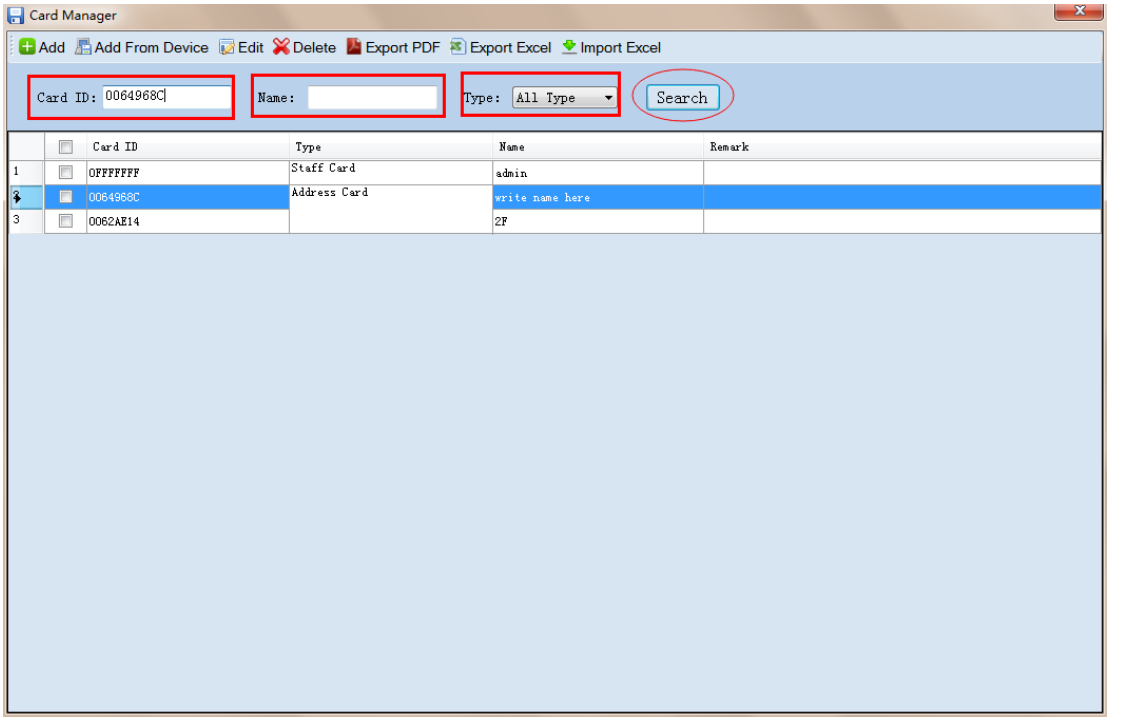
	A	B	C	D
1	Card Information			
2	Card ID	Type	Name	Remark
3	0FFFFFFF	Staff Card	admin	
4	00CD197F	Staff Card	Tom	
5	002CF631	Staff Card	Steven	
6	001E9788	Staff Card	John	
7	00311C60	Address Card	Hobby	
8	002DD5B5	Address Card	Meeting room	
9				
10				

6. If much card should be added to software, you can make a “Excel” table which including all card (Because there is format limit , the title of Excel must be the same with the exported one ,please export an Excel from software for reference to see the format , then fill in all information follow the exported Excel , or will be invalid).



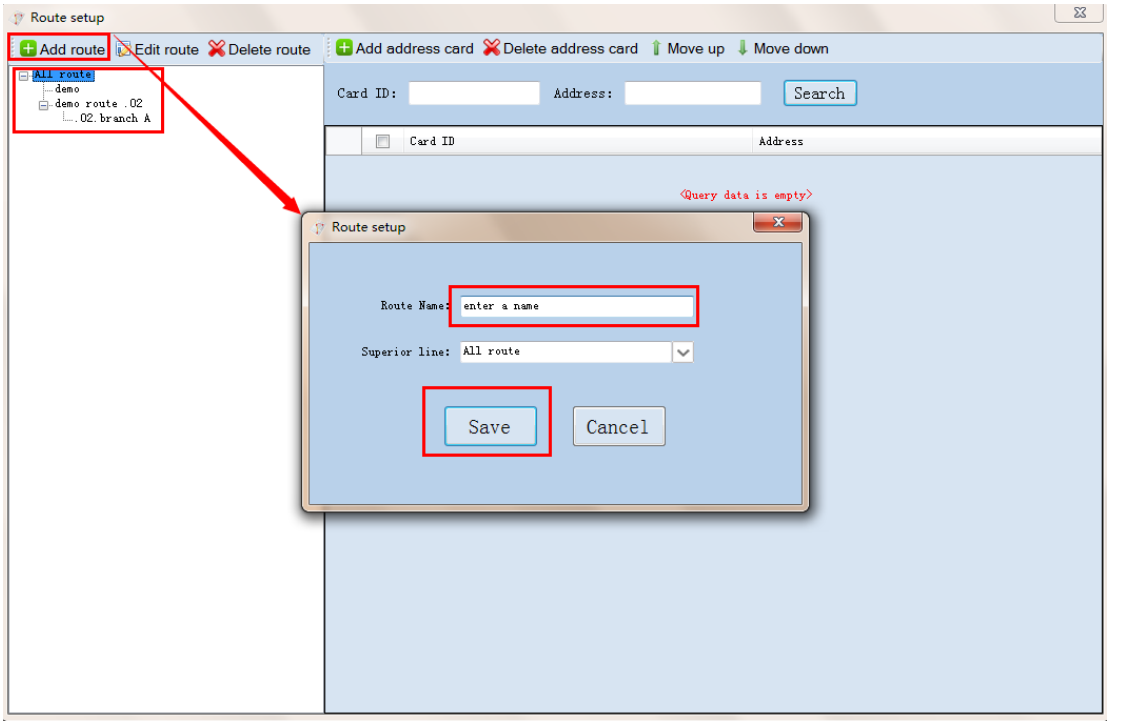


7. Query card information : You can query card by “Card ID ” ,“ Card name ” ,“Card type” to search the card you want .

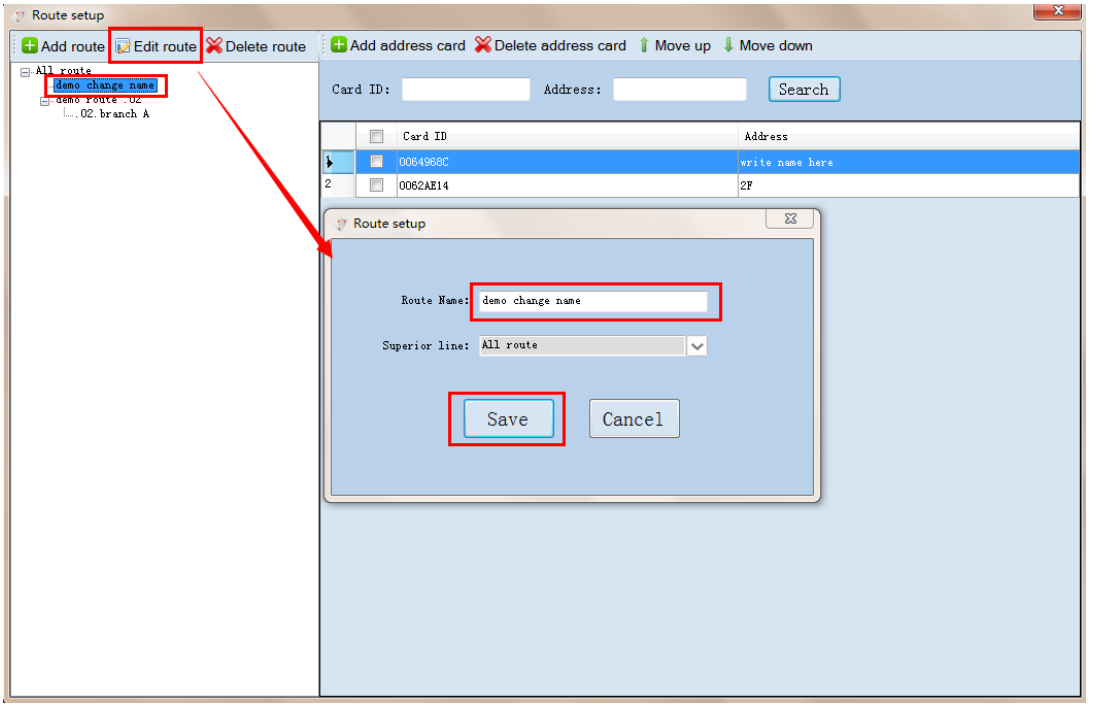


8.2 Route setup

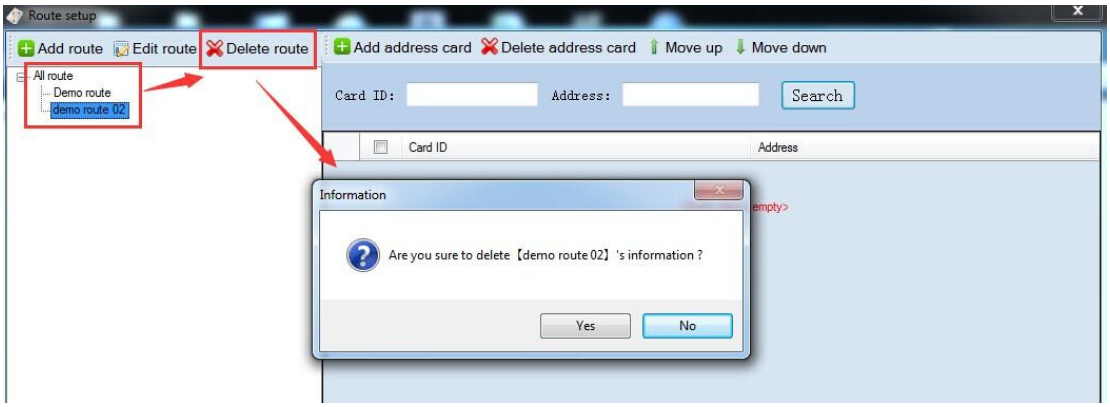
1. Create a new route : Default is all route displayed here . If you want to create a new route , please select a parent node first then click “add ” --- Enter route name --- Save .



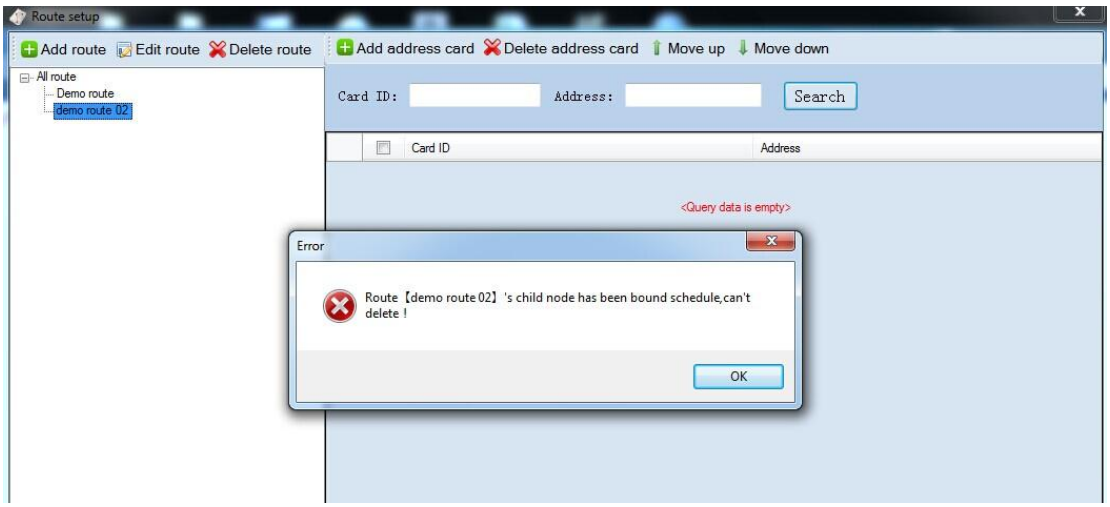
2. Edit route name : If you want to modify route name , click “ edit ” for modification .

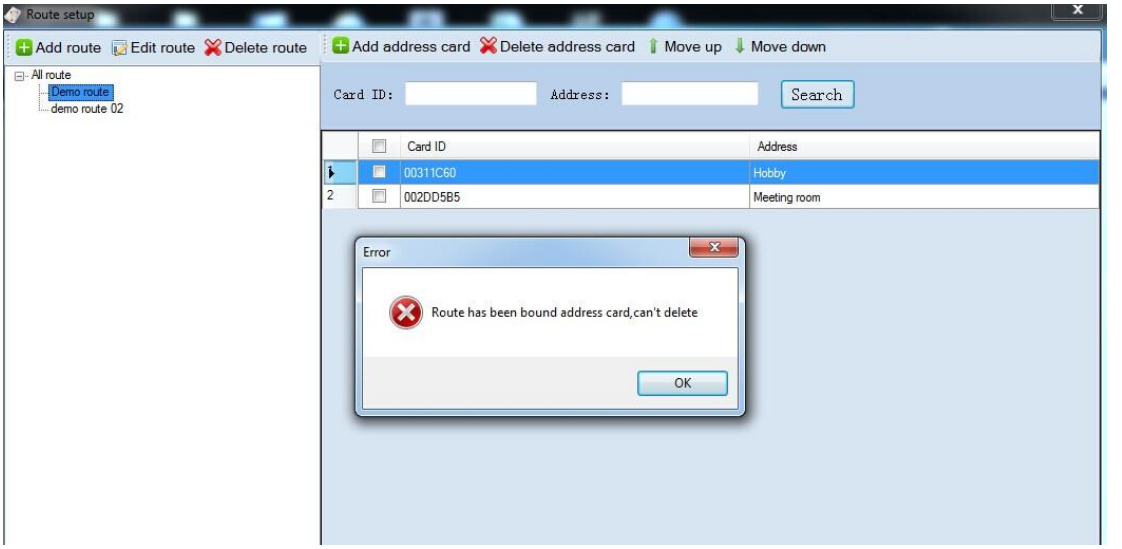


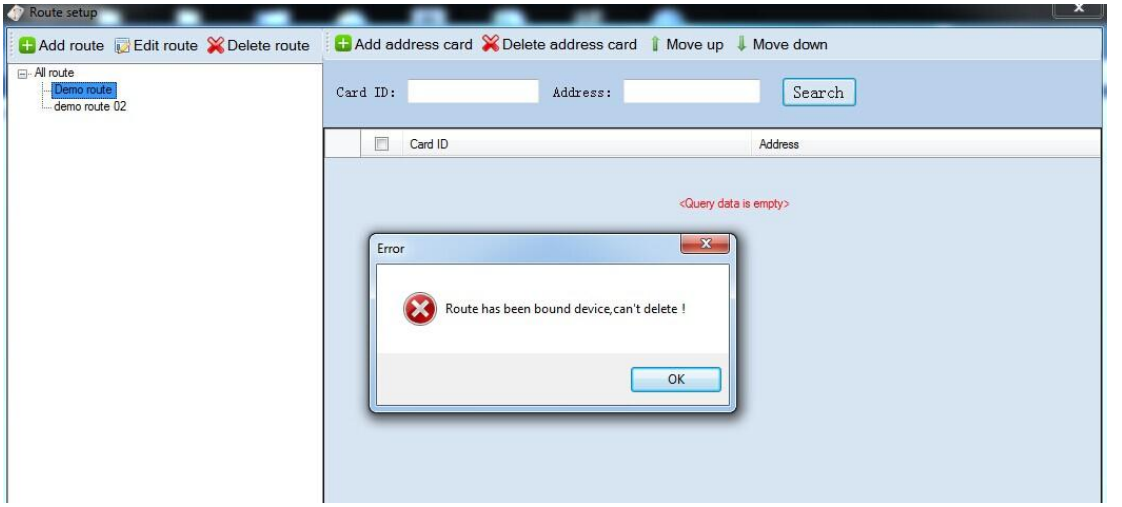
3. Delete route : Select route --- Click “ delete” to delete patrol route .



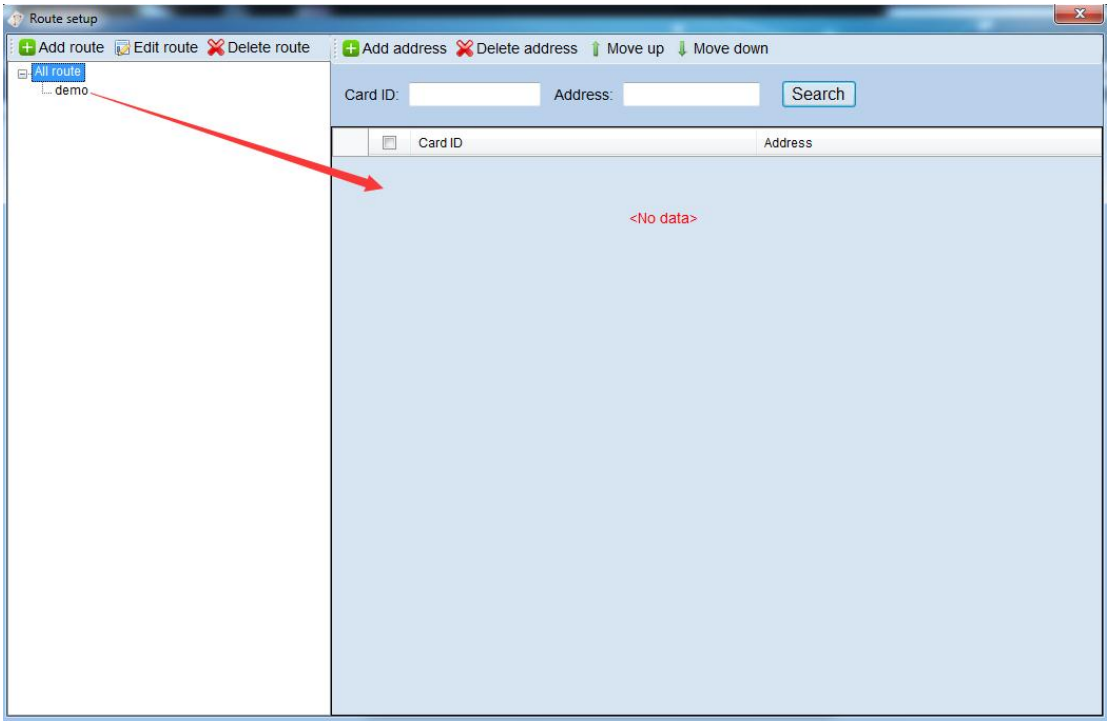
Notice : If some device is bounded to your selected route , or there are some check point are bounded to your selected route , or there are schedule existed in your selected route ,system will not allow you to delete device , please go to communication interface first to change device's binding route , or delete check point from selected route, or delete schedule from selected route , then you can delete this route .

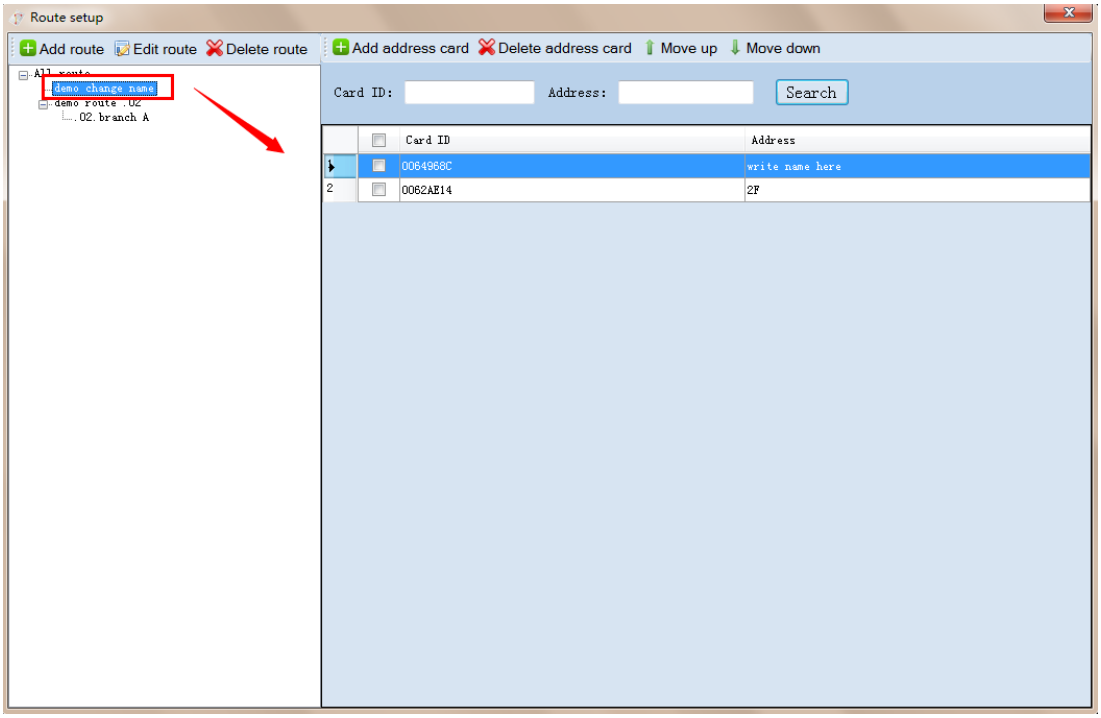




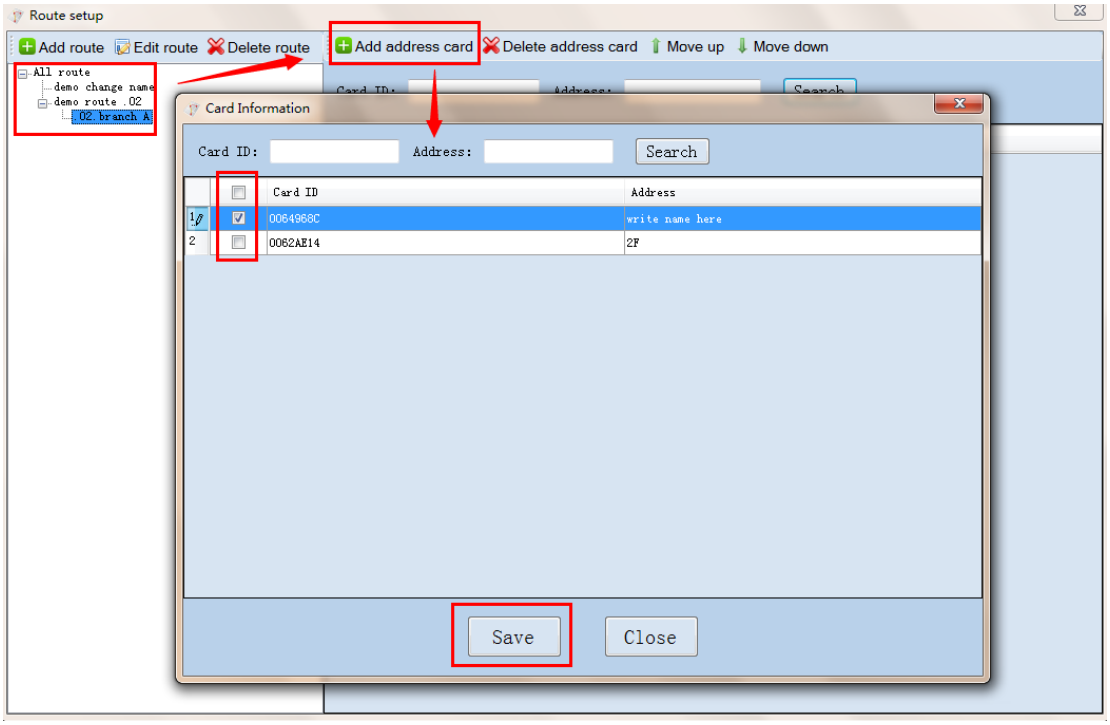


4. When you click route name , if right box show <NO DATA> , which means no any check point under this patrol route.


Route setup
Add route
Edit route
Delete route
Add address
Delete address
Move up
Move down
All route
demo
Card ID:
Address:
Search
Card ID
Address
<No data>

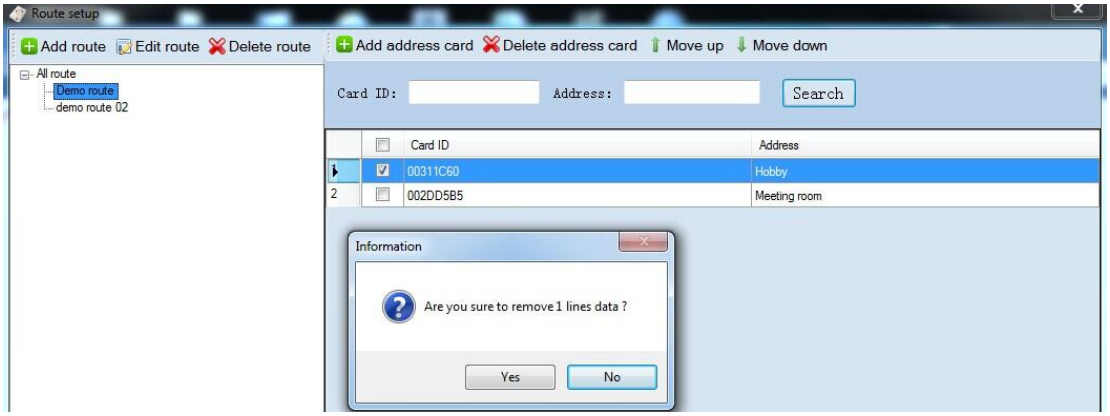

Route setup
Add route
Edit route
Delete route
Add address card
Delete address card
Move up
Move down
demo change name
demo route .02
02.branch A
Card ID:
Address:
Search
Card ID
Address
0064968C
write name here
2
0062AE14
2F

5. Add card to patrol route : Select patrol route --- Click “add ”--- Select card --- Click “Save ”. Tick all , you can select all card , click “Close ” can close window .

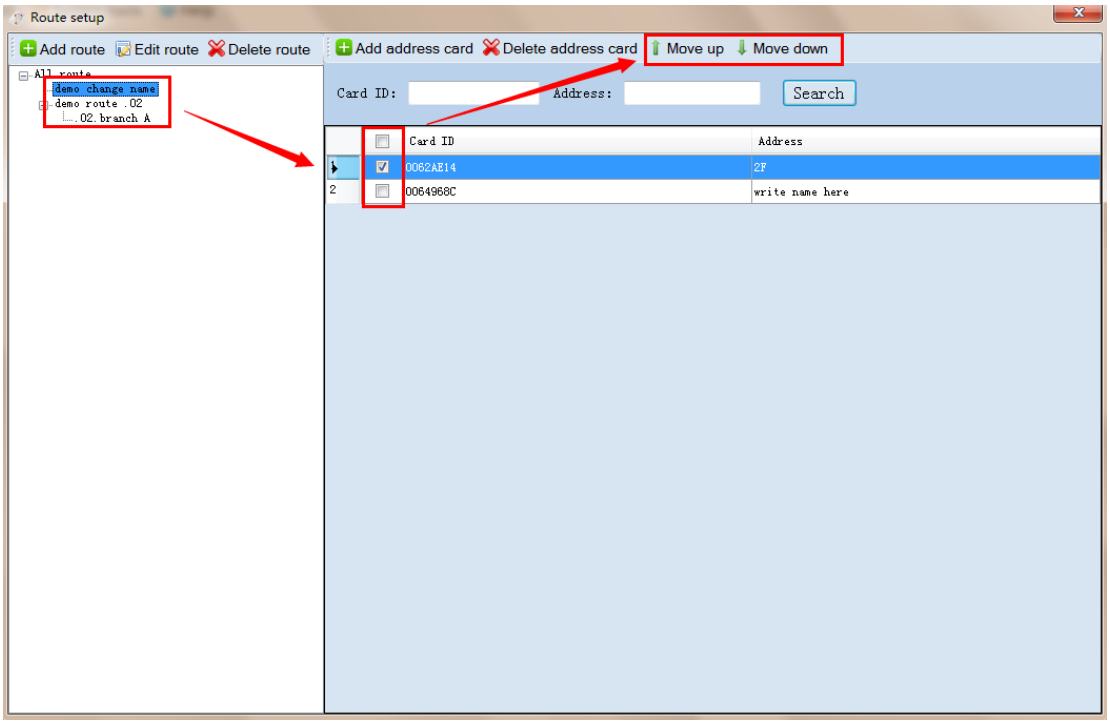


If you want to query some specified card, you can query with Card ID or name here to find and add them soon .

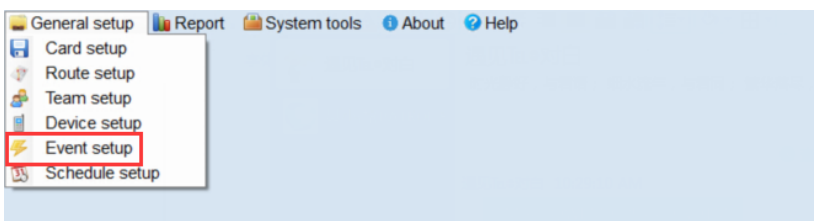
6. Delete card from patrol route : Select patrol route --- Tick card you want to delete--- Click “ delete address card ” .

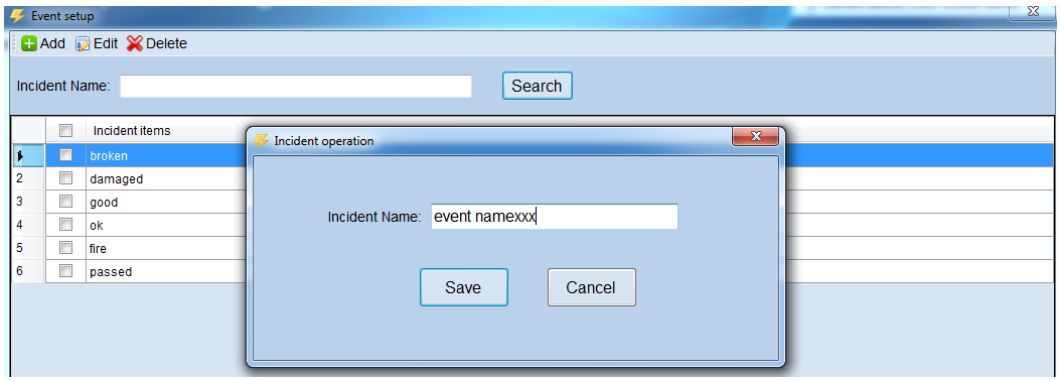


7. “Up” “Down” : Click “Move up” or “ Move down” to move cards order . (* check point ranking order here is the patrol order security officer should followed . Please be noted in case of data disorder) .

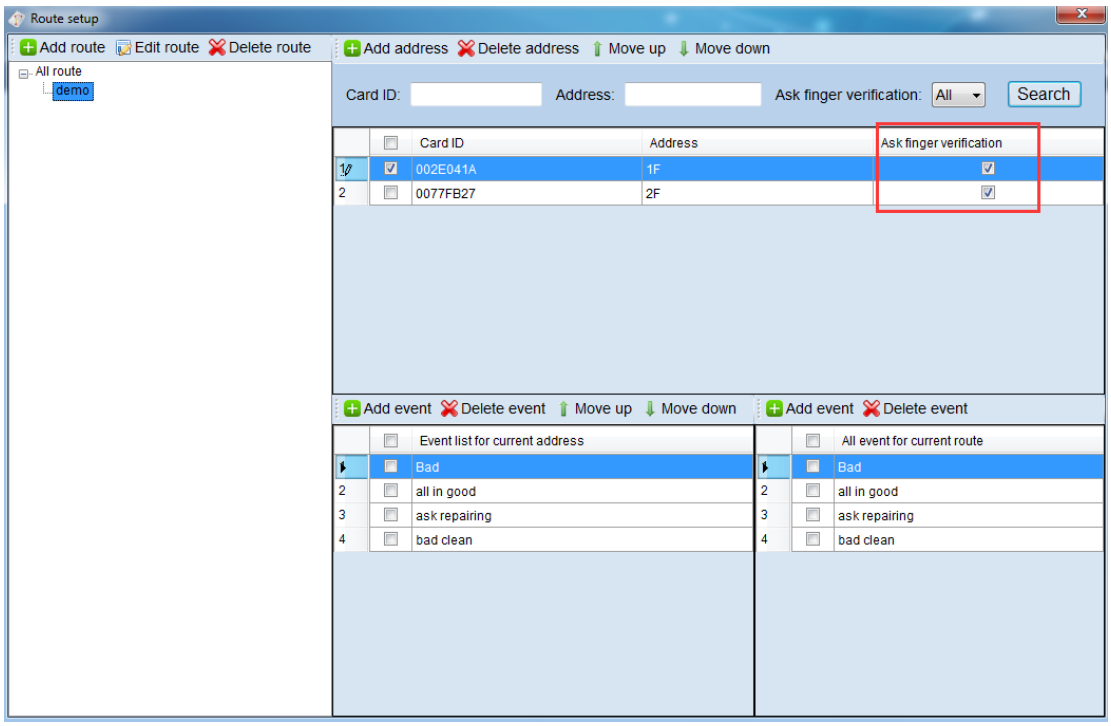


[Events setup for device with event function]





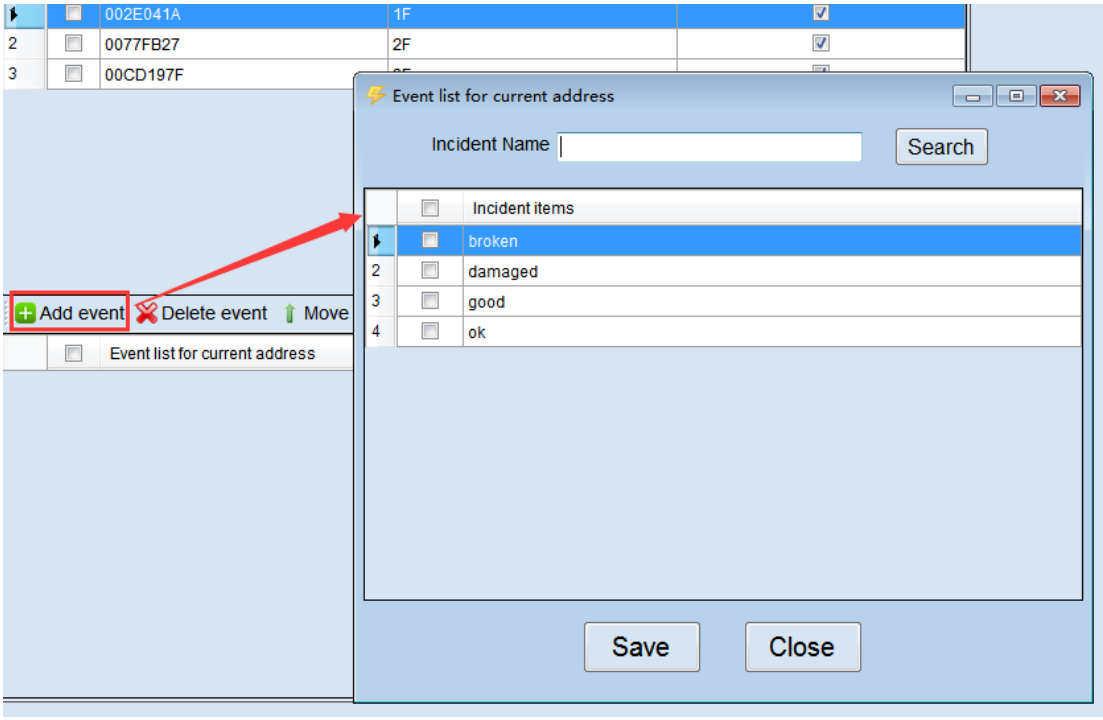
1. If your device are with the function to record event, you can add event to assigned check spot /address . In addition, there are fingerprint verification for each check spot /address . If you tick " Ask fingerprint" , then every time when patrol staff arrived to related location ,device will prompt "please touch fingerprint " (Fingerprint verification are only for device with fingerprint function).



2. Event list (2 parts event list : One for current selected address , one for whole patrol route)

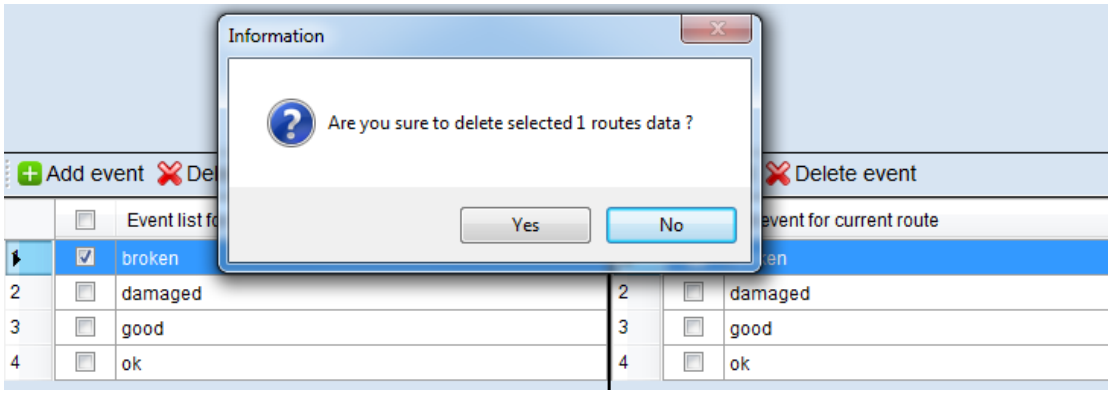
Event list for current address

Add event : Click left "add event", you can select event from event list database to add for selected address . Every check spot/address can be added with 15 pcs event maximally.



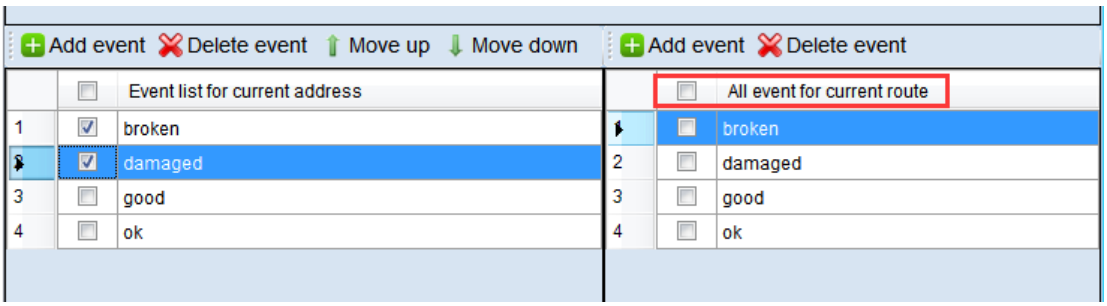
Delete event : Tick the event you want to delete, click “delete event ” to remove.

Move up and Move down : To change the current event order (suggest you can rank the most common use event in front for more convinient operation) .

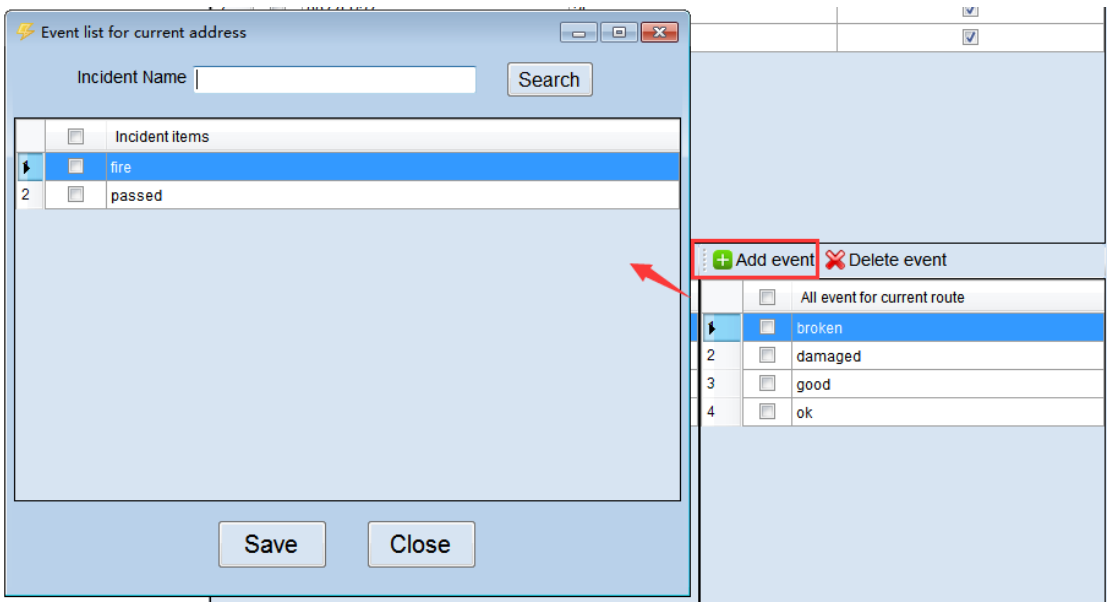


All event for current route

All event for current whole patrol route , it's a gathering of all event for each check spot/address . If some check spot is no any event bound, while scanning , all event list will be a default for option.



Add event : Click "add event" to add event from event list to current whole route . 500pcs each route allowed maximally.

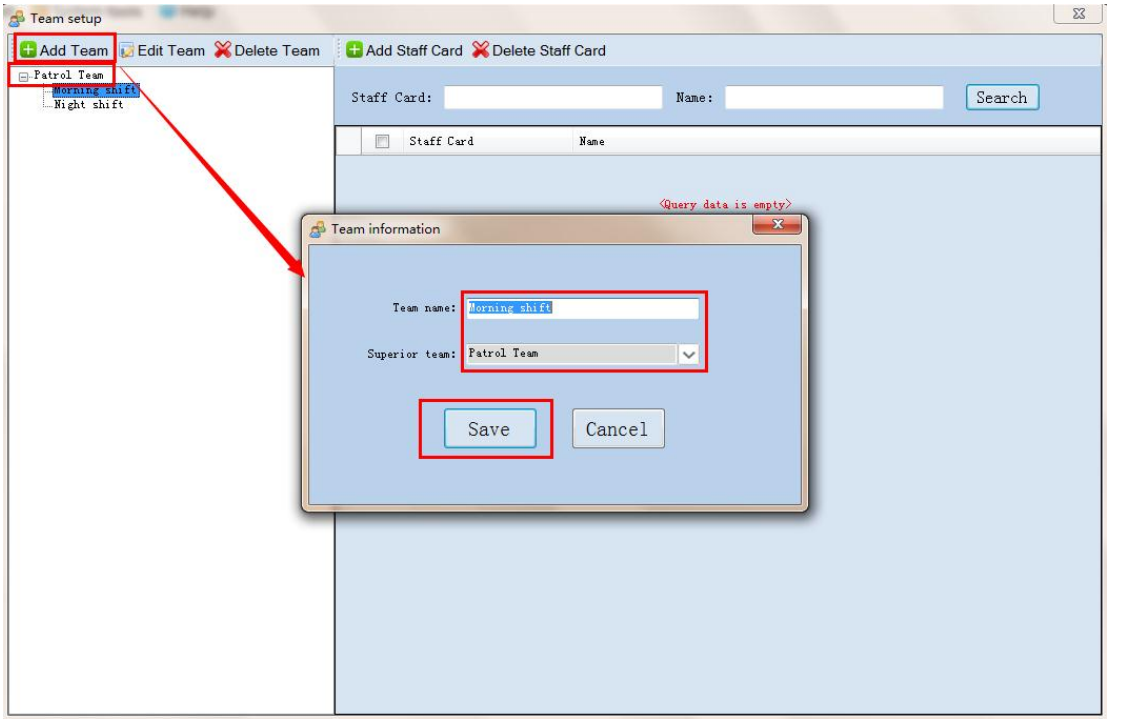


8.3 Team setup

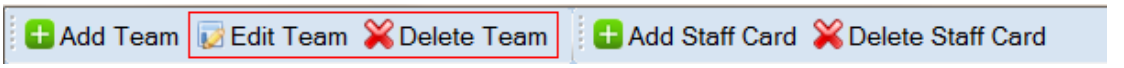
This function is use for manage patrol officer . For example , if there are 2 shift for patrol working : morning shift and night shift , 3 officer at morning shift , 4 officer at night shift . You can manage their information here .

1.Create a new team

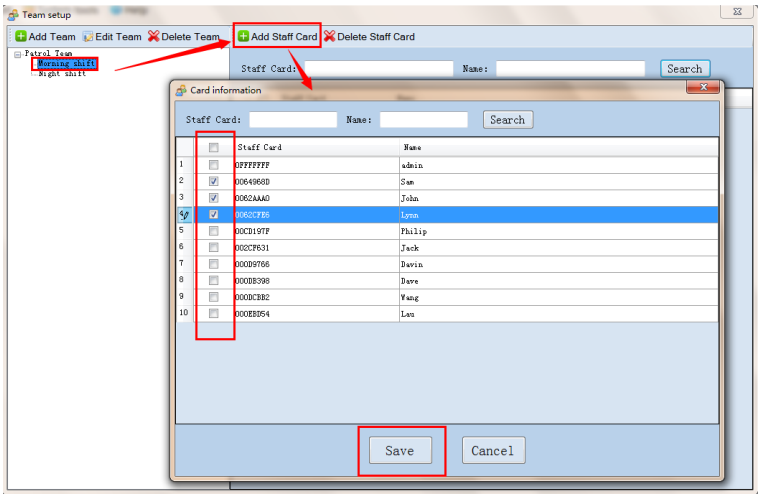
1. Select the parent team --- Click “Add team ”--- Enter team name --- Save



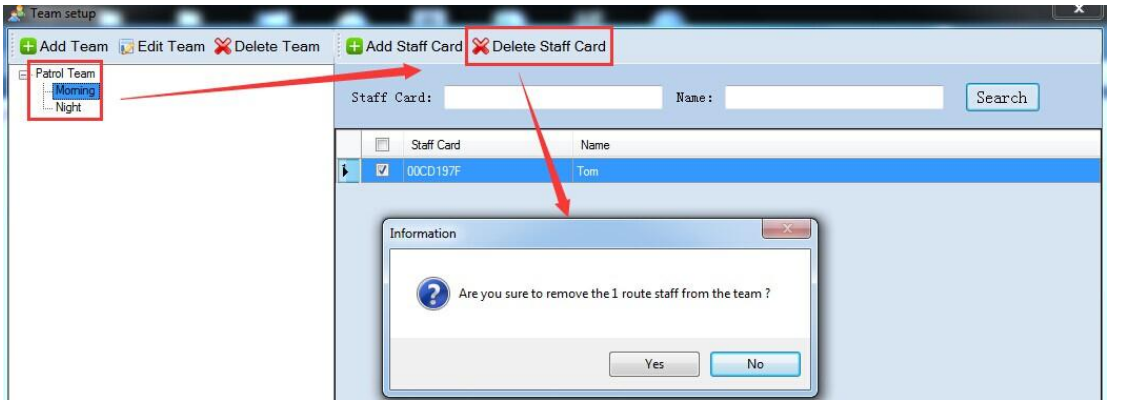
2. You can edit team or delete team information by click these



3. Add inspector to related patrol team : Select patrol team --- Click “Add staff card ” --- Tick staff card you want to add --- Click “Save” .



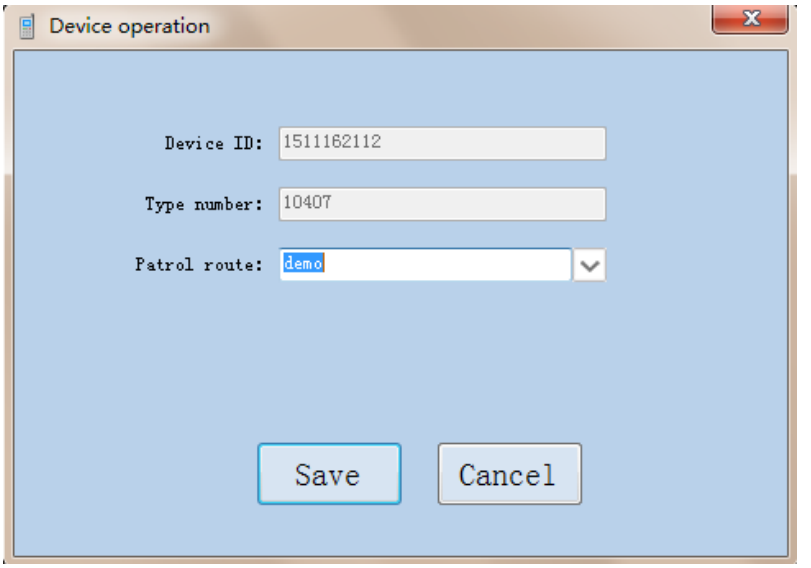
4. Delete inspector from existing patrol route



5. Query : You can query the inspector by staff card ID or name .

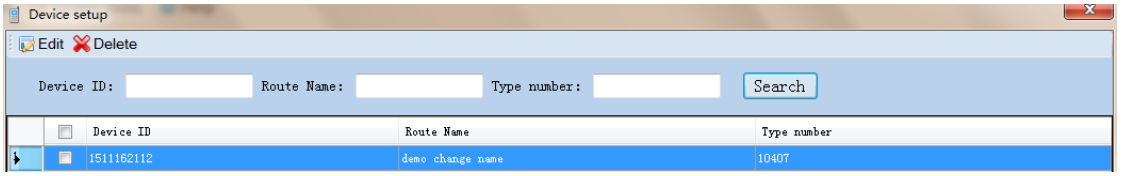
8.4. Device setup

1. Edit device information (you can change device binding from one route to another route).



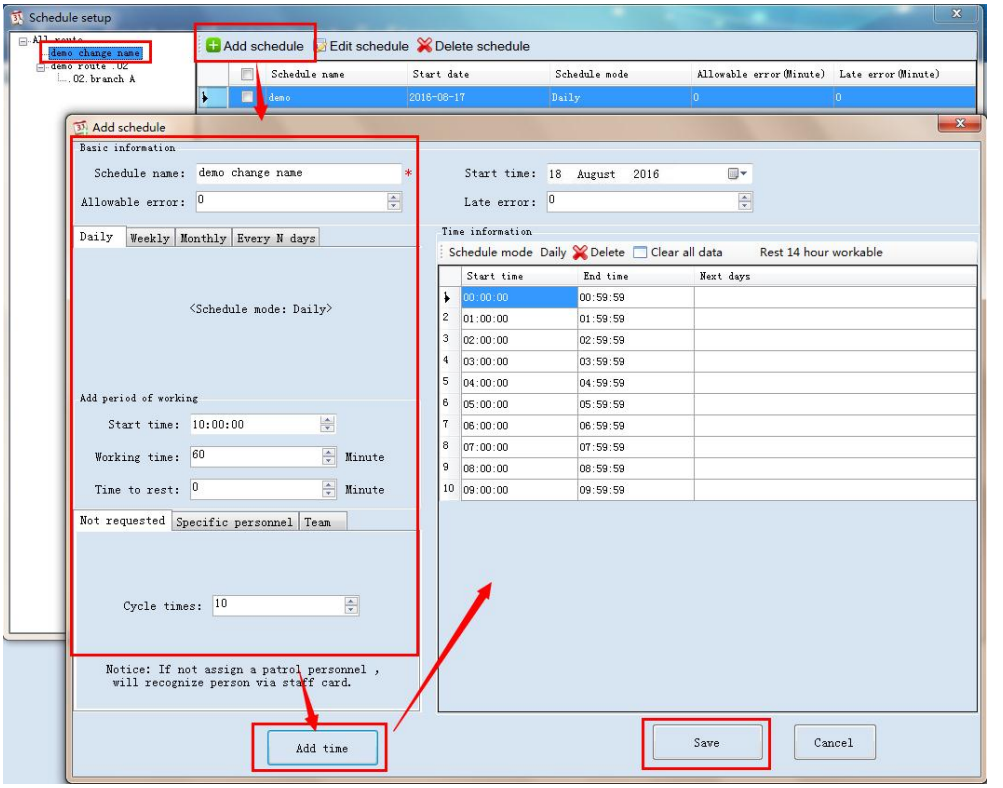
2. Delete device information : Select device and click “ delete” , you can delete device from software (this also means cancel device binding from patrol route) .

3. Query device information : You can query device information by device ID , belonging route name and type ID .



8.5. Event setup

1. Create schedule : Select patrol route --- click “ Add schedule ”--- Enter schedule time and other basic information --- click “add time ”--- click “Save ”.

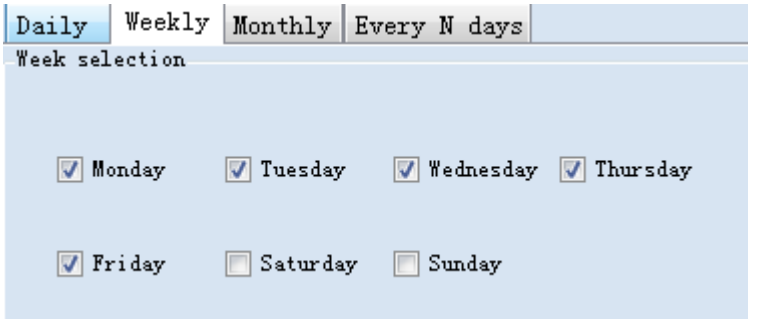


(1) Basic information of schedule

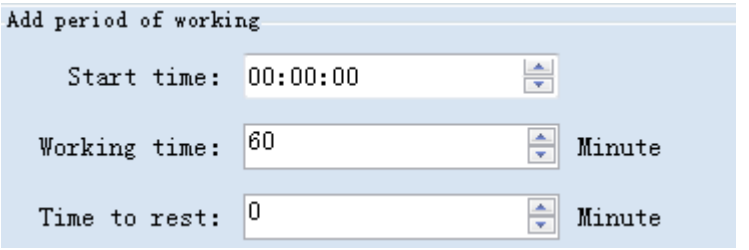
- Schedule name : The name of schedule .* required
- Start time: The execution time of this schedule
- Allowable error : If actual patrol time is within the allowable error you set, the result will be regard as no problem . For example : if a schedule time is from 8:00 to 10:00 am , the "allowable error " is 5 minutes , so the actual patrol time from 07:55-10:05 are all no problem ,regarded as "Qualified "
- Late error : If a schedule is from 8:00-10:00am , the "late error" is 10 minutes , so the actual patrol time from 10:05-10:10 will be regarded as "Late" .Please be noted that "Late error " must be larger than "allowable error" .

(2) Add patrol time

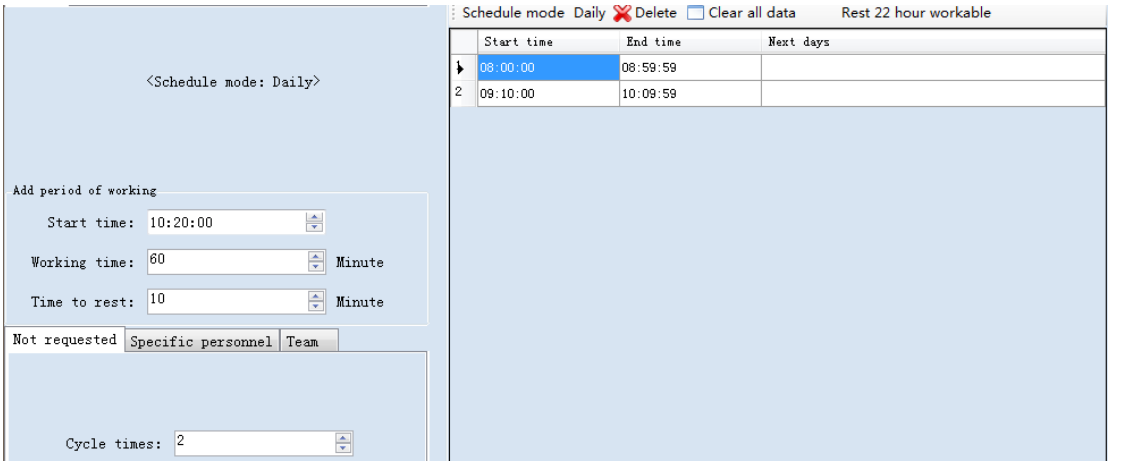
- Patrol period selection : Set the execute patrol period of your schedule



Add working of period

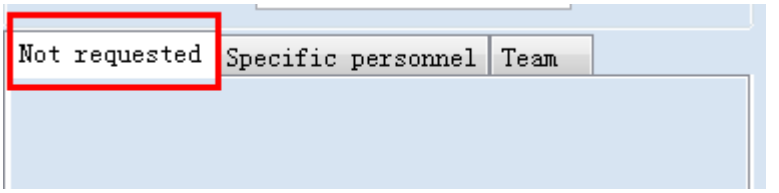


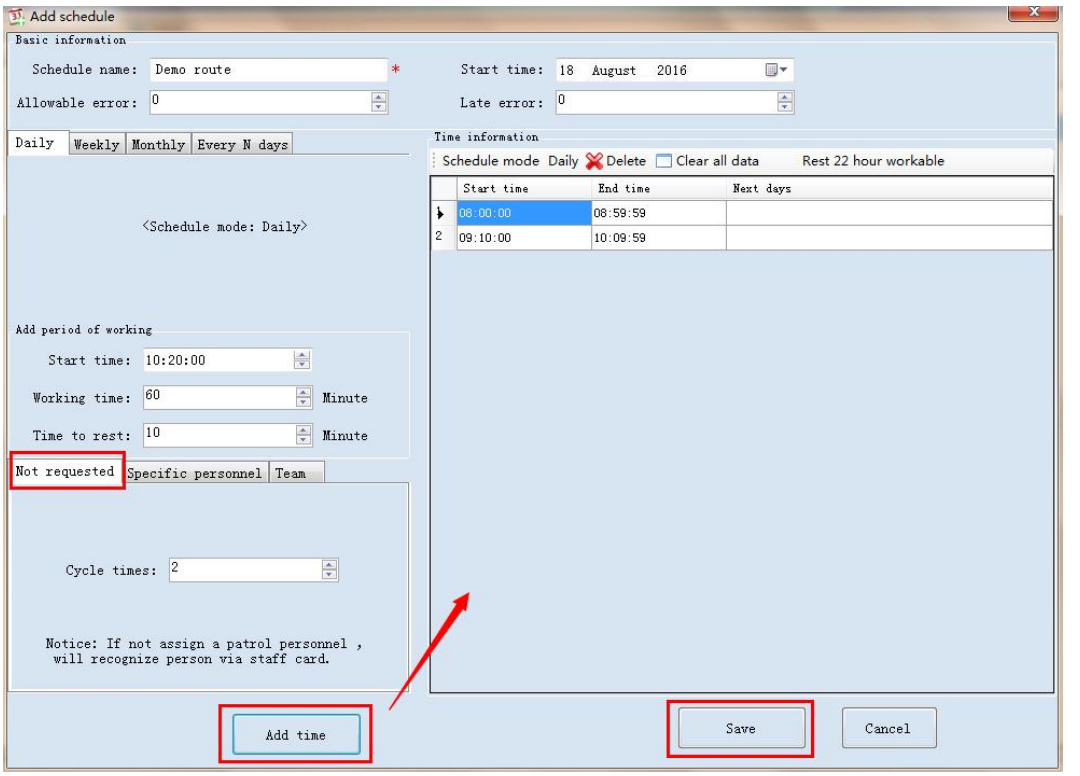
- Start time : The execute time of patrol within your patrol period
- Working time : The working running hour for each patrol cycle
- Time to rest : The rest time between 2 patrol cycle . For example , the first patrol cycle is form 8:00am-9:00am, the rest time is 10 minutes , the second patrol cycle should be from 9:10-10:10



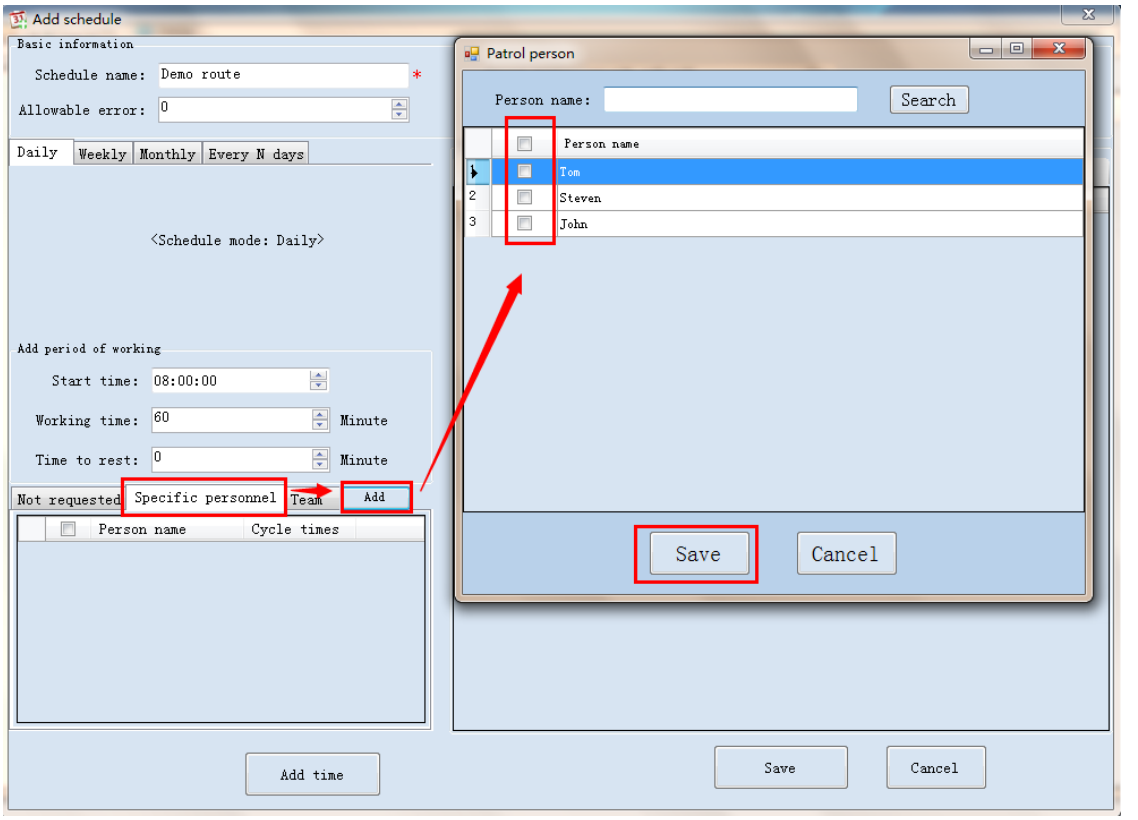
(3) Add patrol personnel

- "Not requested " : If tick this , the patrol person in report result will refer to staff ID cards name.





- **Specified personnel** : Can specify officer to assigned patrol period .



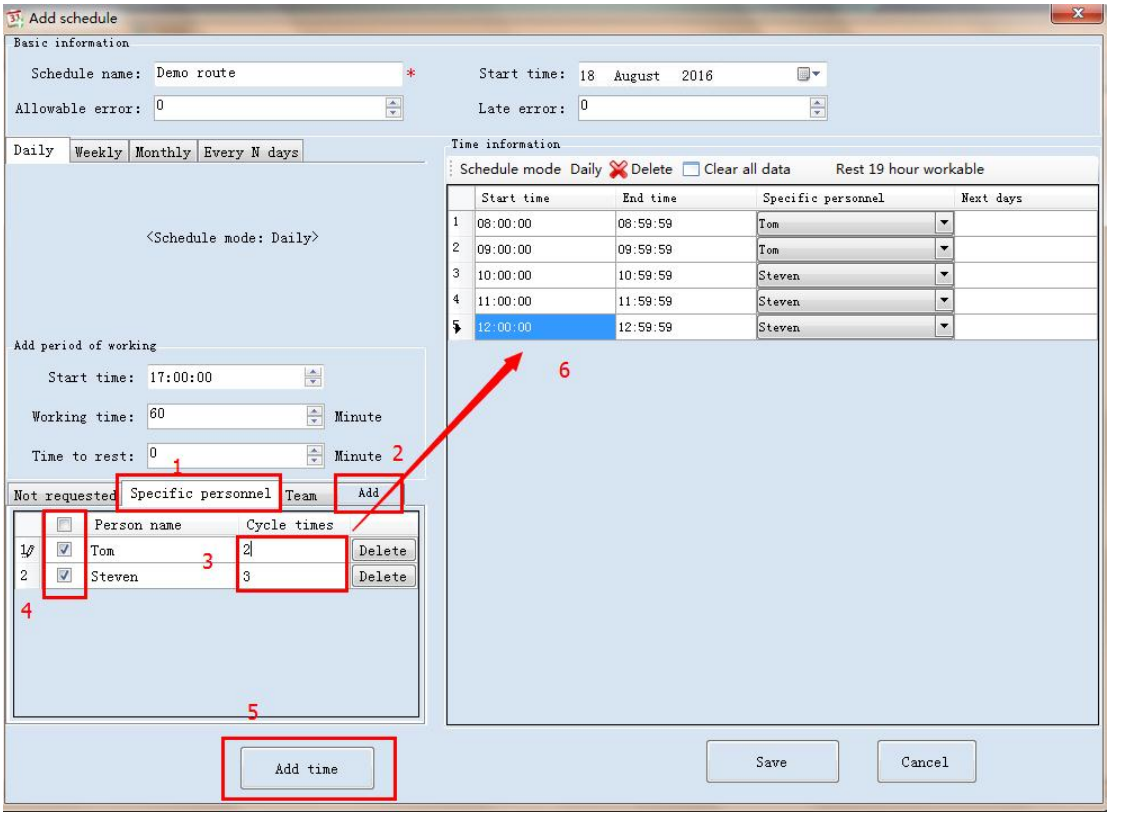
You can assign cycle time freely for every specified personnel . As below :

Tom : 2 times cycle

Steven : 3 times cycle

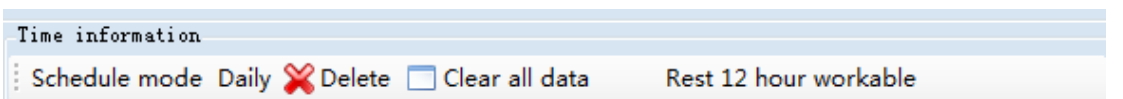
The schedule data will be with the order :

TOM ---TOM---STEVEN--- STEVEN--- STEVEN---

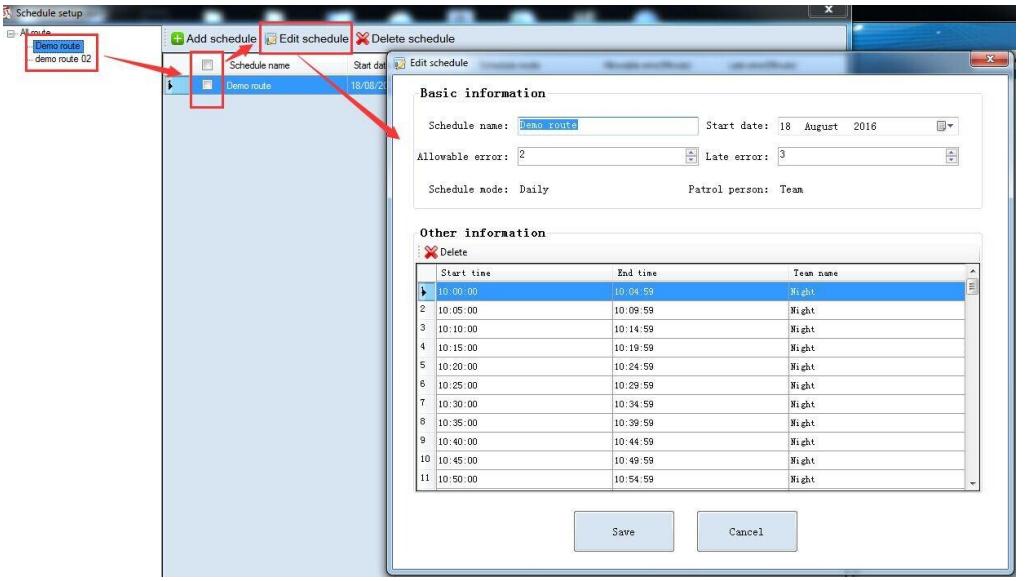


➢Team : Specify "team " for patrol schedule .

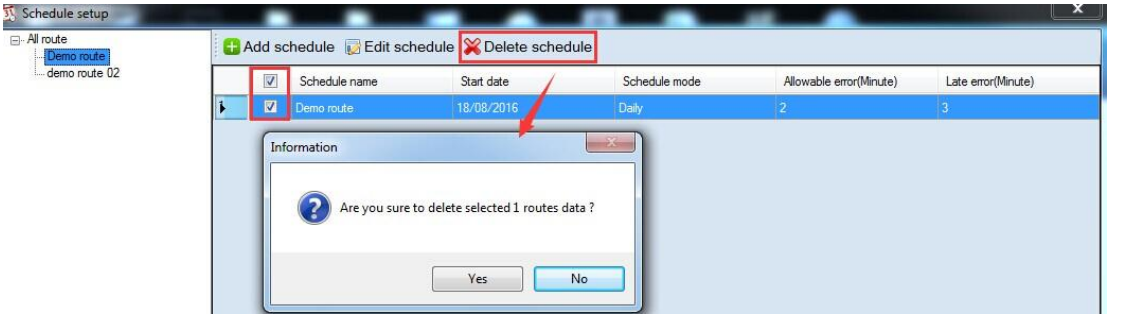
"Rest xx hours " means how many hours you can dominate for patrol period .



2. Edit schedule : Tick the schedule you want to edit , you can change the schedule name, start date , allowable error , Late error , delete some patrol period .



3 Delete schedule : Select schedule --- Click “delete schedule” .



9. Report

9.1. Raw data

1.Add data get from patrol device will stored here . Once you connect device to software and clicked “ Read record ” from “data communication ”. Data will be kept into database .

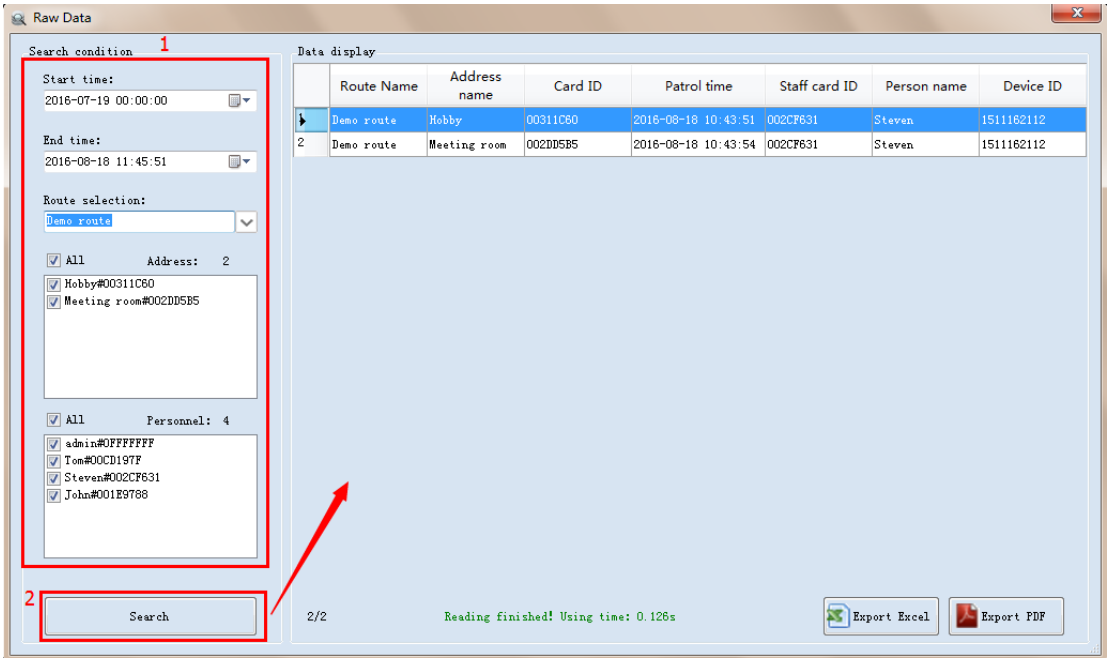
So if data is not cleared from “raw data , ”you can find from here .

Query condition :

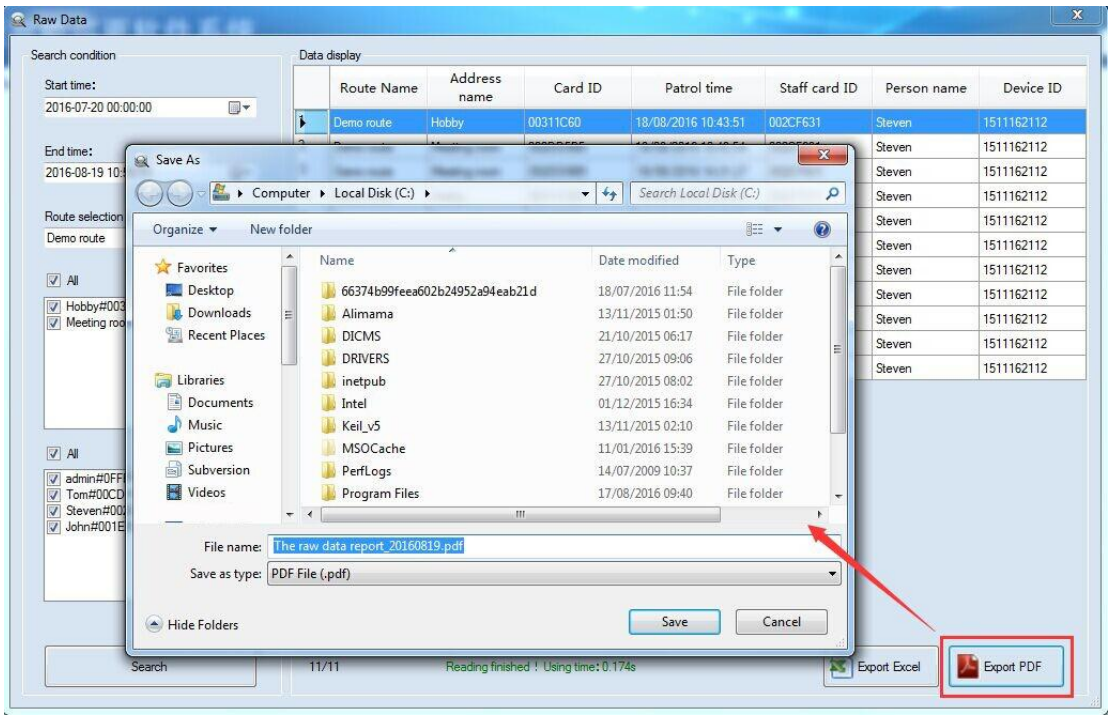
1. Start and End time : The smaller the query time range , the faster speed the data displayed .

2. Route selection : Because software without limit of patrol route , you can specify which route data you want to query.

3. Address and personnel : Once patrol routed is confirmed , you can specify which address card data under this patrol route and which patrol officer's data you want to query .

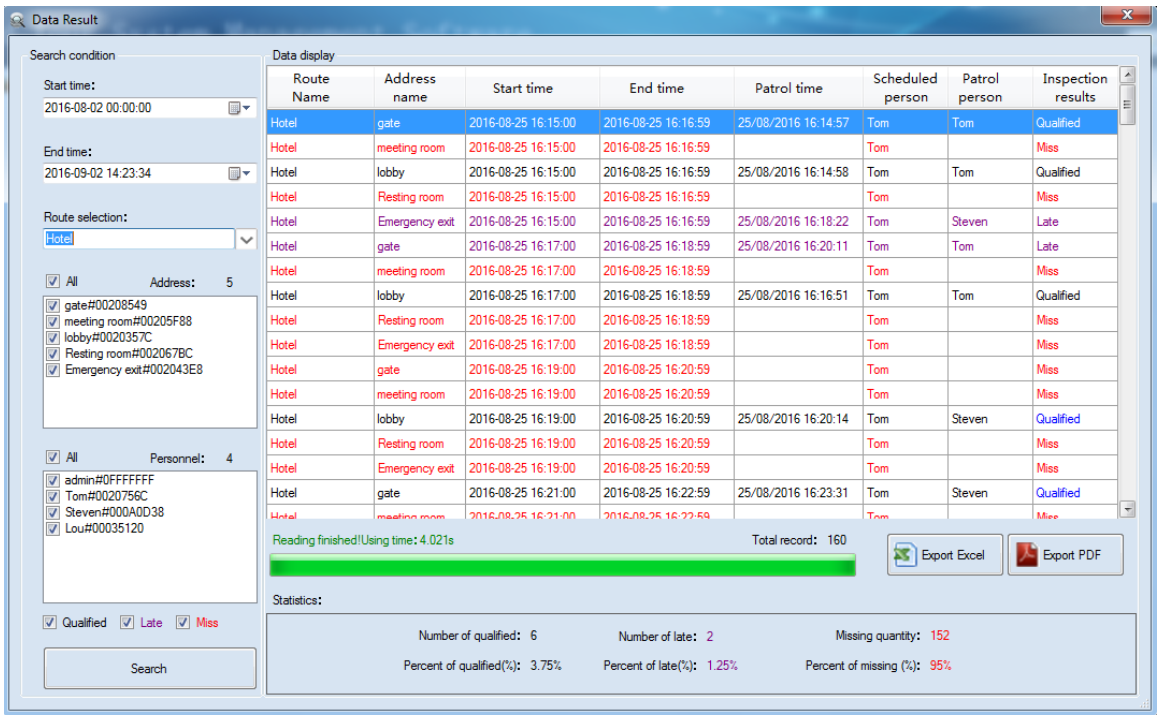


4. Export PDF or Excel : You can click "Export Excel " or Export PDF" to export data file .



9.2. Data result (This report is for the patrol route with is set with schedule)

If you have create schedule for patrol route , “Data result ” can process data intelligently and show you result after comparing with the schedule you set . The result usually are “ Miss” “Qualified” “Late”.



Notice : If there are multiple record during querying patrol period , system will just extract the earliest patrol time . If patrol person and scheduled person is the same one , the "Qualified " result is in black color . If scheduled person and patrol person is not the same one , the "Qualified " result will be in "Blue color ".

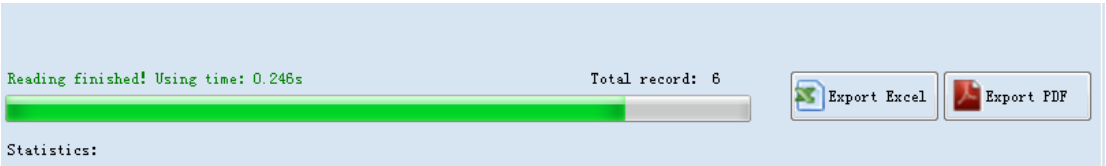
Result judgement standard :

Qualified : If the patrol time is from 8:00-9:00 , the allowable error is 5 minutes , so the data at the time 07:55 to 09:05 will be judged as "Qualified " .

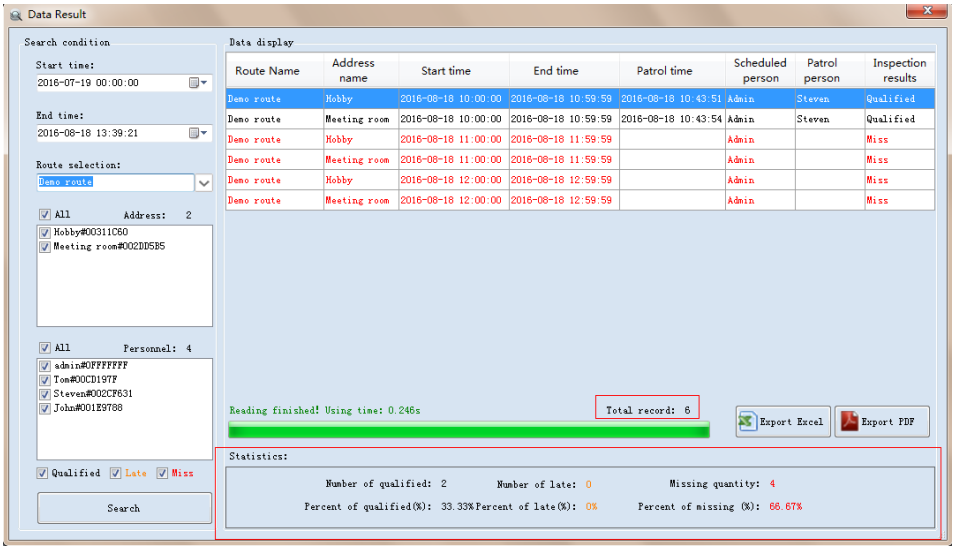
Late : If the patrol time is from 8:00-9:00 , the late error is 10 minutes , so the data at the time 09:05 -09:10 will be judged as "late" .

Miss : The data beyond scheduled patrol time . If the schedule patrol time is 8:00-9:00, allowable error is 5 minutes , late error is 10 minutes , the data after time 09:10 will be judged as "Miss "

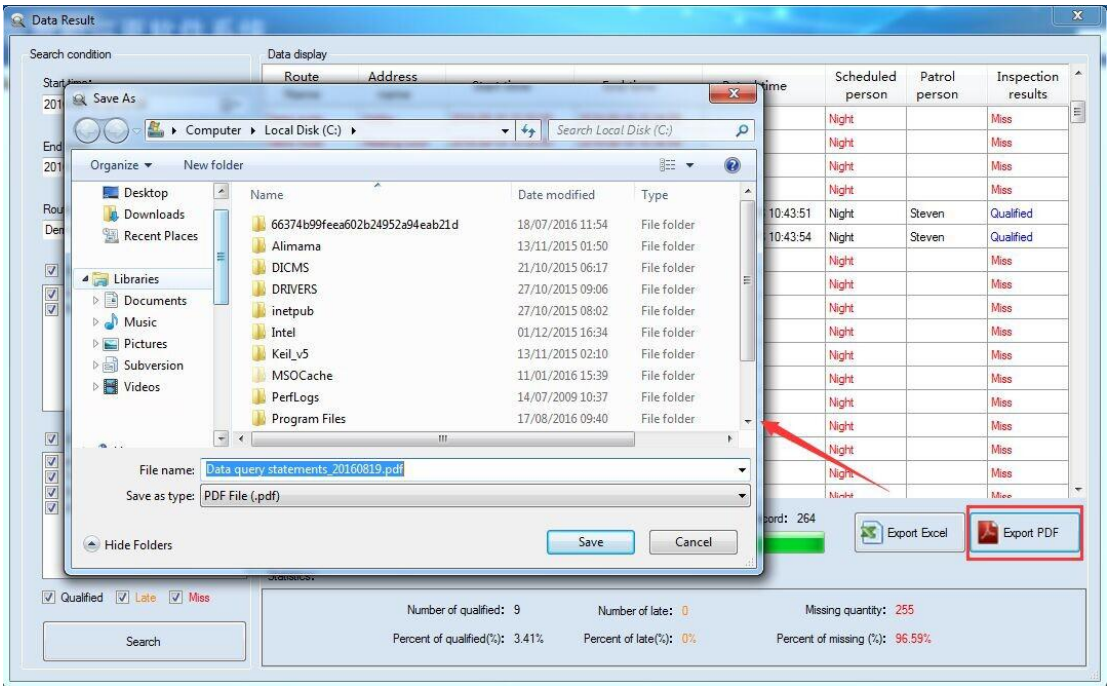
➢ **Using time** : processing bar show data processing .Using time is the time-consuming for full data processing .

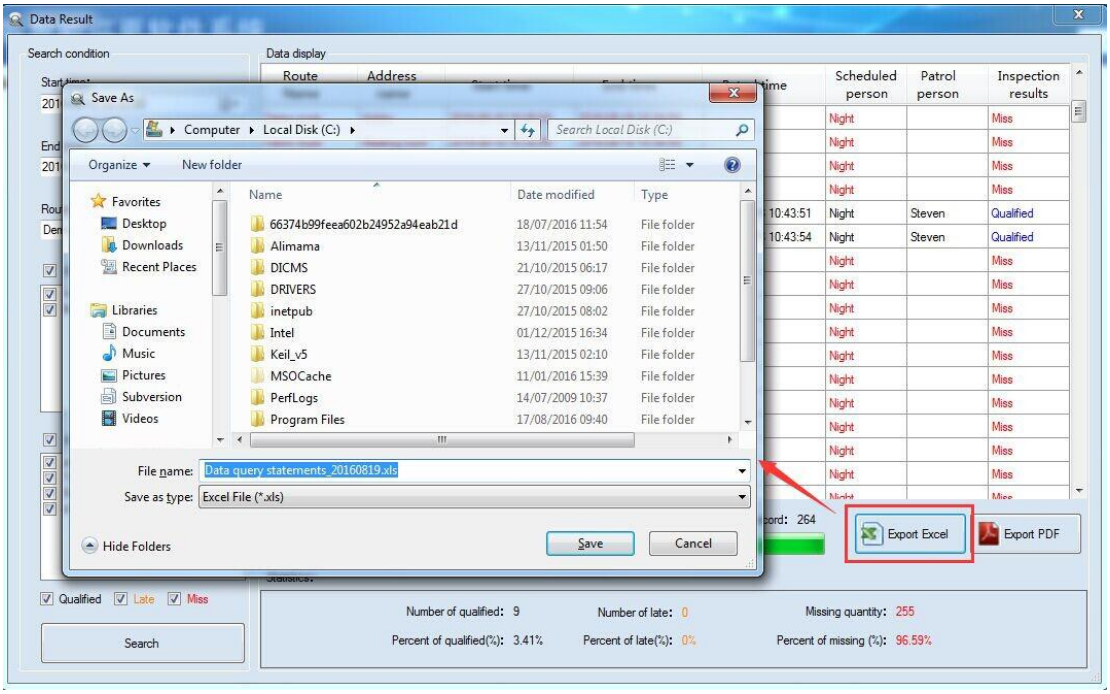


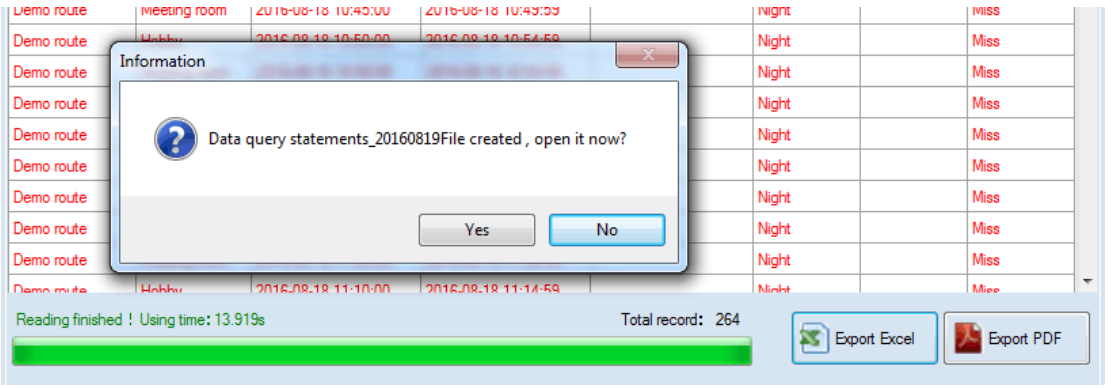
- **Total record :** The count for all data display under your query condition
- **Statistics:** Count for “Qualified” “Late” “Miss” data under your query condition and their rate .



2. Export PDF and EXCEL : Click “Export Excel ” or “Export PDF” to export the data you want .

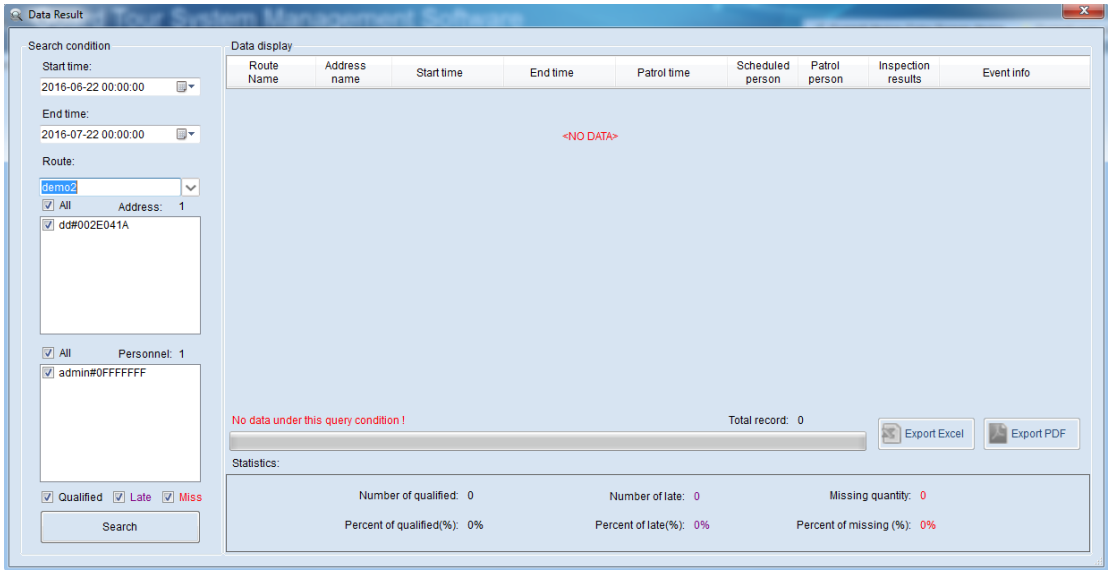

Data Result
Search condition
Data display
Route
Address
Scheduled person
Patrol person
Inspection results
Save As
Computer ▸ Local Disk (C:) ▸
Search Local Disk (C:)
Organize
New folder
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Subversion
Videos
Name
Date modified
Type
66374b99feea602b24952a94eab21d
Alimama
DICMS
DRIVERS
inetpub
Intel
Keil_v5
MSOCache
PerfLogs
Program Files
File name: Data query statements_20160819.pdf
Save as type: PDF File (.pdf)
Hide Folders
Save
Cancel
Export Excel
Export PDF
Qualified
Late
Miss
Search
Number of qualified: 9
Number of late: 0
Missing quantity: 255
Percent of qualified(%): 3.41%
Percent of late(%): 0%
Percent of missing (%): 96.59%

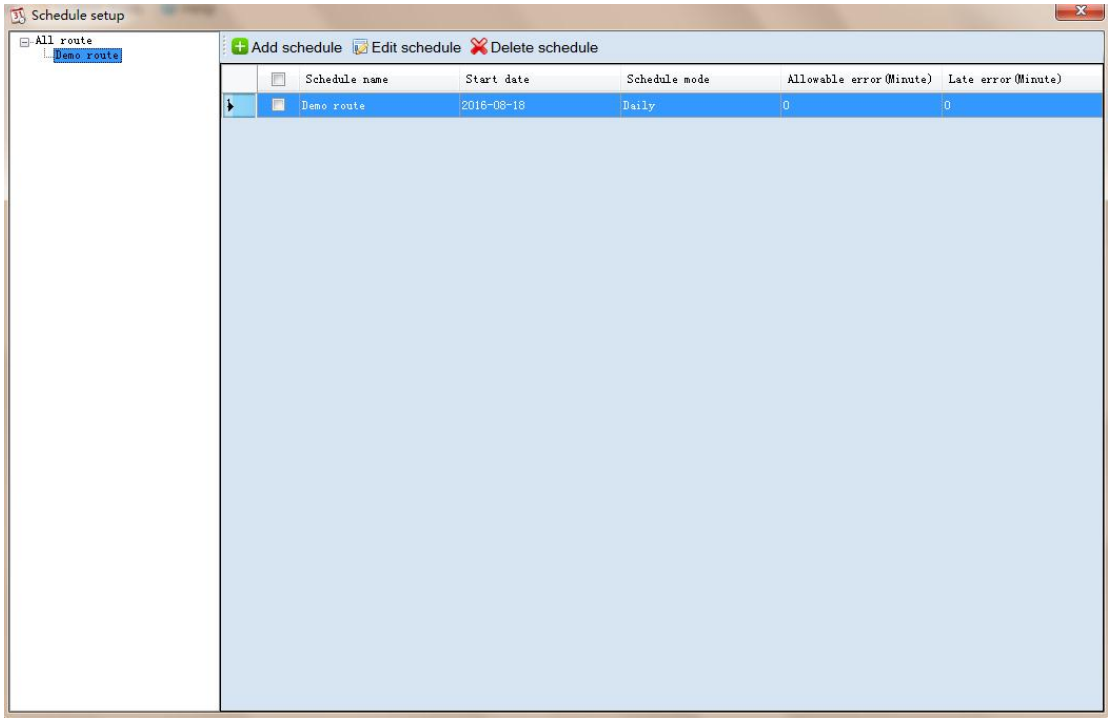

Data Result
Search condition
Data display
Route
Address
Scheduled person
Patrol person
Inspection results
Save As
Computer ▸ Local Disk (C:) ▸
Search Local Disk (C:)
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Subversion
Videos
Name
Date modified
Type
66374b99feea602b24952a94eab21d
Alimama
DICMS
DRIVERS
inetpub
Intel
Keil_v5
MSOCache
PerfLogs
Program Files
File name: Data query statements_20160819.xls
Save as type: Excel File (*.xls)
Hide Folders
Save
Cancel
Export Excel
Export PDF
Qualified
Late
Miss
Search
Number of qualified: 9
Number of late: 0
Missing quantity: 255
Percent of qualified(%): 3.41%
Percent of late(%): 0%
Percent of missing (%): 96.59%



	A	B	C	D	E	F	G	H
2	Route Name	Address name	Start time	End time	Patrol time	Scheduled person	Patrol person	Inspection results
3	Demo route	Hobby	2016-08-18 10:00:00	2016-08-18 10:04:59		Night		Miss
4	Demo route	Meeting room	2016-08-18 10:00:00	2016-08-18 10:04:59		Night		Miss
5	Demo route	Hobby	2016-08-18 10:05:00	2016-08-18 10:09:59		Night		Miss
6	Demo route	Meeting room	2016-08-18 10:05:00	2016-08-18 10:09:59		Night		Miss
7	Demo route	Hobby	2016-08-18 10:10:00	2016-08-18 10:14:59		Night		Miss
8	Demo route	Meeting room	2016-08-18 10:10:00	2016-08-18 10:14:59		Night		Miss
9	Demo route	Hobby	2016-08-18 10:15:00	2016-08-18 10:19:59		Night		Miss
10	Demo route	Meeting room	2016-08-18 10:15:00	2016-08-18 10:19:59		Night		Miss
11	Demo route	Hobby	2016-08-18 10:20:00	2016-08-18 10:24:59		Night		Miss
12	Demo route	Meeting room	2016-08-18 10:20:00	2016-08-18 10:24:59		Night		Miss
13	Demo route	Hobby	2016-08-18 10:25:00	2016-08-18 10:29:59		Night		Miss
14	Demo route	Meeting room	2016-08-18 10:25:00	2016-08-18 10:29:59		Night		Miss
15	Demo route	Hobby	2016-08-18 10:30:00	2016-08-18 10:34:59		Night		Miss
16	Demo route	Meeting room	2016-08-18 10:30:00	2016-08-18 10:34:59		Night		Miss
17	Demo route	Hobby	2016-08-18 10:35:00	2016-08-18 10:39:59		Night		Miss
18	Demo route	Meeting room	2016-08-18 10:35:00	2016-08-18 10:39:59		Night		Miss
19	Demo route	Hobby	2016-08-18 10:40:00	2016-08-18 10:44:59	18/08/2016 10:43:51	Night	Steven	Qualified
20	Demo route	Meeting room	2016-08-18 10:40:00	2016-08-18 10:44:59	18/08/2016 10:43:54	Night	Steven	Qualified
21	Demo route	Hobby	2016-08-18 10:45:00	2016-08-18 10:49:59		Night		Miss
22	Demo route	Meeting room	2016-08-18 10:45:00	2016-08-18 10:49:59		Night		Miss
23	Demo route	Hobby	2016-08-18 10:50:00	2016-08-18 10:54:59		Night		Miss
24	Demo route	Meeting room	2016-08-18 10:50:00	2016-08-18 10:54:59		Night		Miss
25	Demo route	Hobby	2016-08-18 10:55:00	2016-08-18 10:59:59		Night		Miss
26	Demo route	Meeting room	2016-08-18 10:55:00	2016-08-18 10:59:59		Night		Miss

Notice: If result show “NO DATA”, please check whether your query time is beyond your schedule .



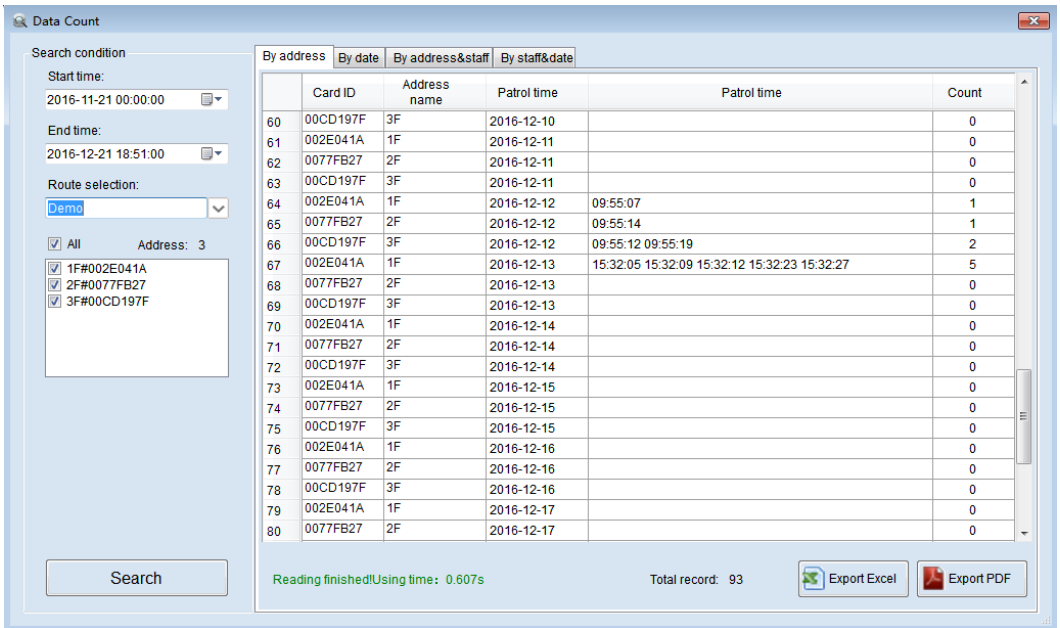


9.3. Data count (This report if for non-scheduled data)

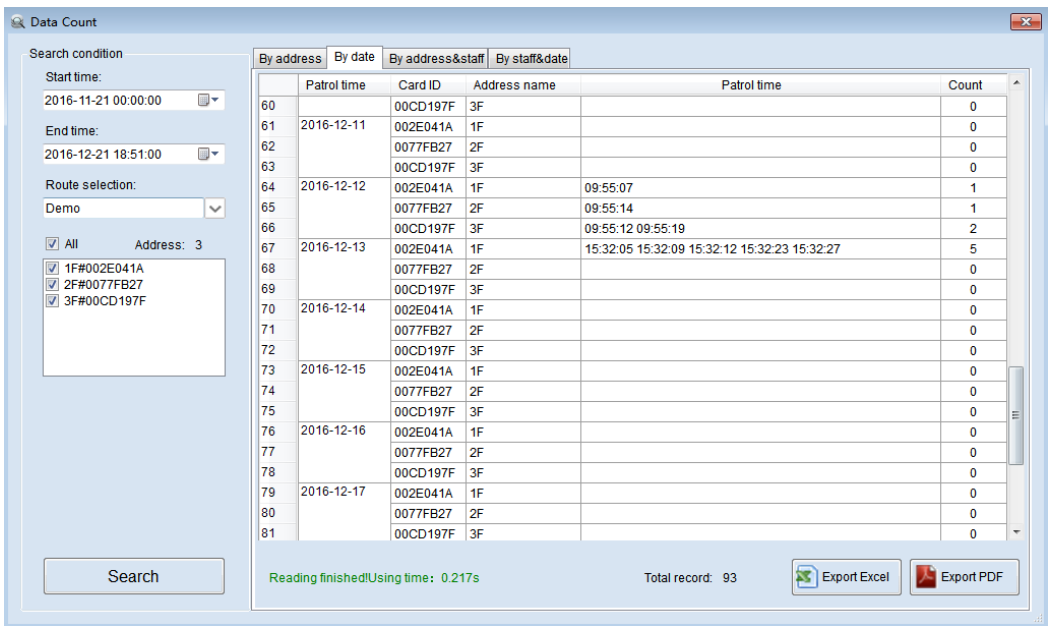
If no patrol schedule set for patrol route , the data result under your query condition will show here and ranking with check point order .

There are 4 types report available (Displayed “by address”, “By date”, “By address & staff” and “By staff &date”) .

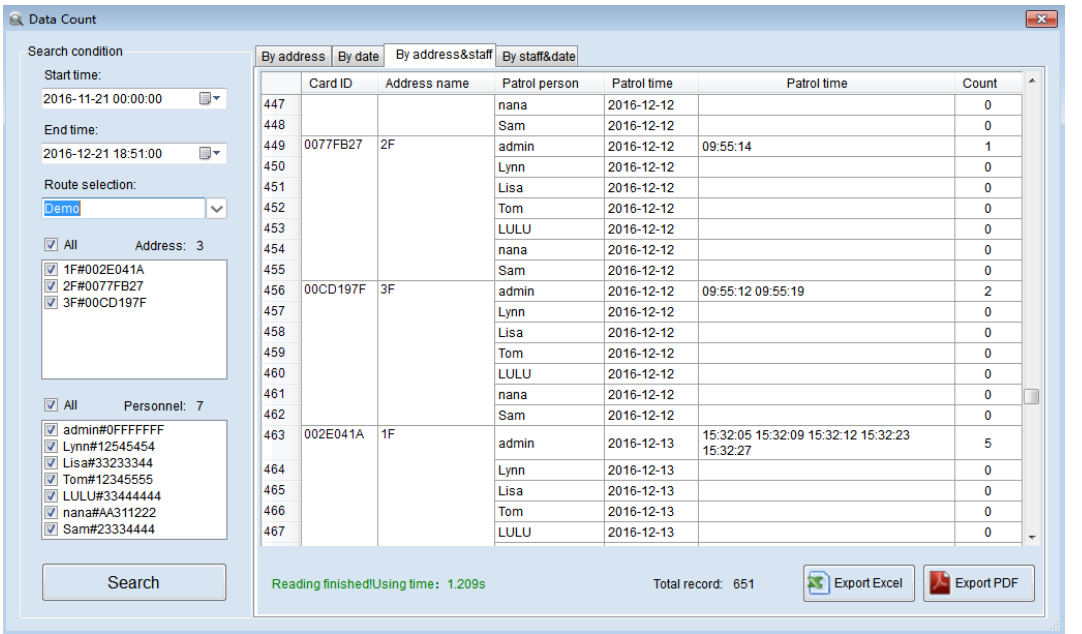
A. **Report by address**: Report result are listed with address orde



B. **Report by date** : Report result are listed with date order

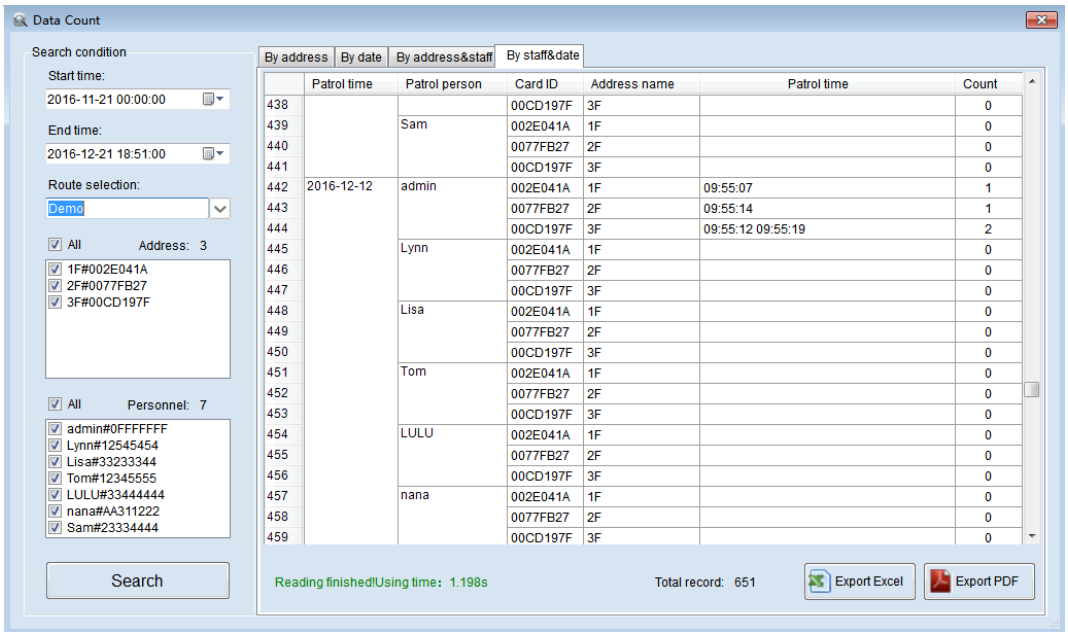


C. **Report by address &staff** : Report result are listed with address and all staff listing order



	Card ID	Address name	Patrol person	Patrol time	Patrol time	Count
447			nana	2016-12-12		0
448			Sam	2016-12-12		0
449	0077FB27	2F	admin	2016-12-12	09:55:14	1
450			Lynn	2016-12-12		0
451			Lisa	2016-12-12		0
452			Tom	2016-12-12		0
453			LULU	2016-12-12		0
454			nana	2016-12-12		0
455			Sam	2016-12-12		0
456	00CD197F	3F	admin	2016-12-12	09:55:12 09:55:19	2
457			Lynn	2016-12-12		0
458			Lisa	2016-12-12		0
459			Tom	2016-12-12		0
460			LULU	2016-12-12		0
461			nana	2016-12-12		0
462			Sam	2016-12-12		0
463	002E041A	1F	admin	2016-12-13	15:32:05 15:32:09 15:32:12 15:32:23 15:32:27	5
464			Lynn	2016-12-13		0
465			Lisa	2016-12-13		0
466			Tom	2016-12-13		0
467			LULU	2016-12-13		0

D. **Report by address &date** : Report result are listed with address and all staff listing order

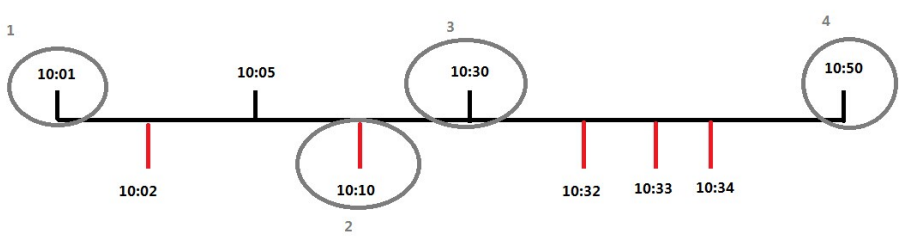


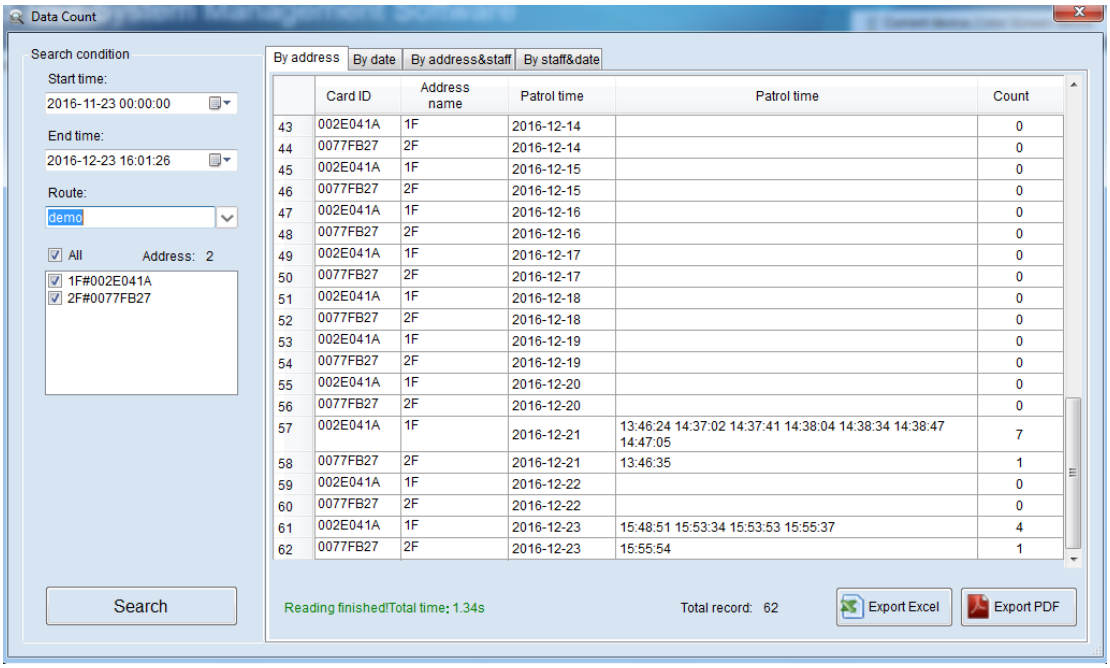
	Patrol time	Patrol person	Card ID	Address name	Patrol time	Count
438			00CD197F	3F		0
439		Sam	002E041A	1F		0
440			0077FB27	2F		0
441			00CD197F	3F		0
442	2016-12-12	admin	002E041A	1F	09:55:07	1
443			0077FB27	2F	09:55:14	1
444			00CD197F	3F	09:55:12 09:55:19	2
445		Lynn	002E041A	1F		0
446			0077FB27	2F		0
447			00CD197F	3F		0
448		Lisa	002E041A	1F		0
449			0077FB27	2F		0
450			00CD197F	3F		0
451		Tom	002E041A	1F		0
452			0077FB27	2F		0
453			00CD197F	3F		0
454		LULU	002E041A	1F		0
455			0077FB27	2F		0
456			00CD197F	3F		0
457		nana	002E041A	1F		0
458			0077FB27	2F		0
459			00CD197F	3F		0

Error time: The patrol time result error . If multiple record of the same day , same place within the error time , will be counted once only . If “error time” is 0, all recorded data in device of scheduled check point will all displayed here .

The first time appear on the time list will be regarded as the first time , 5 minutes error is based on the first time one, till the second valid time listed out, 5 minutes error superposed again , till the third time…

For example , if the “error time ” is 5 minutes , the first reading time recorded is 10:01, so the time within 10:01-10:06 will be ignored till the next data appear which beyond time 10:06, below picture time is 10:10, if data within 10:10-10:05, will be ignored and only 10:10 left , till the next data time 10:30 appeared , if data within 10:30-10:35, will be ignored and only 10:30 left ,till the next piece of data time 10:50 appeared .

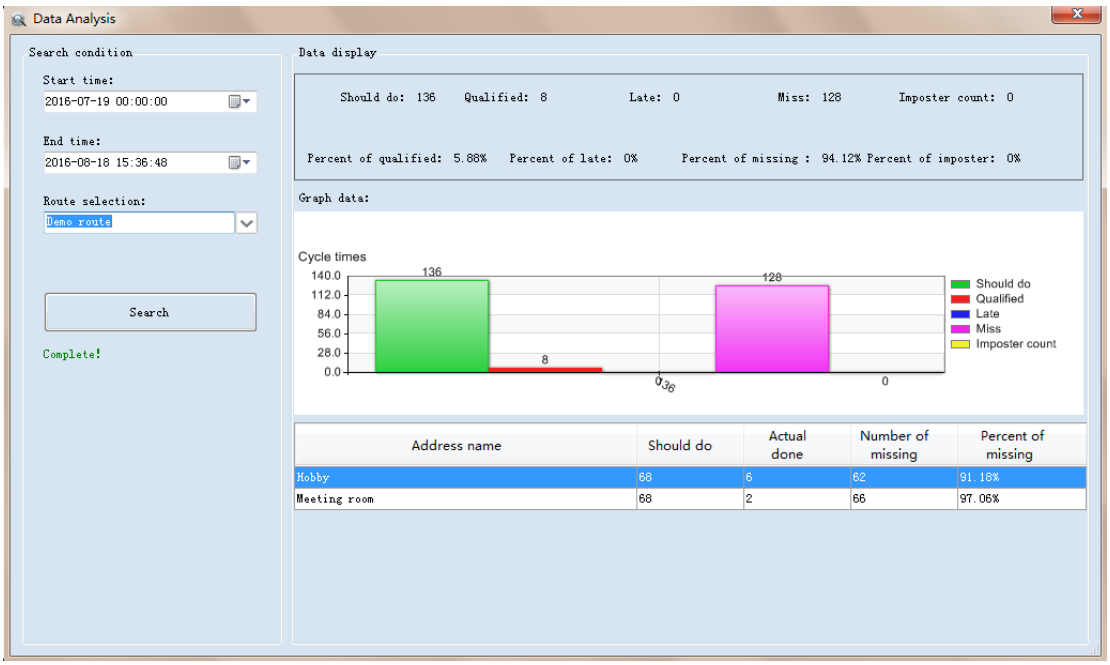




	Card ID	Address name	Patrol time	Patrol time	Count
43	002E041A	1F	2016-12-14		0
44	0077FB27	2F	2016-12-14		0
45	002E041A	1F	2016-12-15		0
46	0077FB27	2F	2016-12-15		0
47	002E041A	1F	2016-12-16		0
48	0077FB27	2F	2016-12-16		0
49	002E041A	1F	2016-12-17		0
50	0077FB27	2F	2016-12-17		0
51	002E041A	1F	2016-12-18		0
52	0077FB27	2F	2016-12-18		0
53	002E041A	1F	2016-12-19		0
54	0077FB27	2F	2016-12-19		0
55	002E041A	1F	2016-12-20		0
56	0077FB27	2F	2016-12-20		0
57	002E041A	1F	2016-12-21	13:46:24 14:37:02 14:37:41 14:38:04 14:38:34 14:38:47 14:47:05	7
58	0077FB27	2F	2016-12-21	13:46:35	1
59	002E041A	1F	2016-12-22		0
60	0077FB27	2F	2016-12-22		0
61	002E041A	1F	2016-12-23	15:48:51 15:53:34 15:53:53 15:55:37	4
62	0077FB27	2F	2016-12-23	15:55:54	1

2. Export PDF and Excel : You can click “Export Excel” or Export PDF ” to save these file to your computer .

9.4 Data Analysis



Query the data statistics chart as your time condition

1. Full in the search condition and click “Search” to query the result .As below picture

Should do : The patrol quantity should to do , this is calculated based on generated patrol schedule

Actual done: The actually patrol did ("Qualified data) or also "Qualified data " and "Late data" (if "late error ”) . If multiple data existed at the same patrol period for the same location, will be counted once only .

Qualified : "Qualified data " at the scheduled patrol period (these data result are the same as in "Data result "report) .

Late : "Late data " at the scheduled patrol period . (these data result are the same as in "Data result "report) .

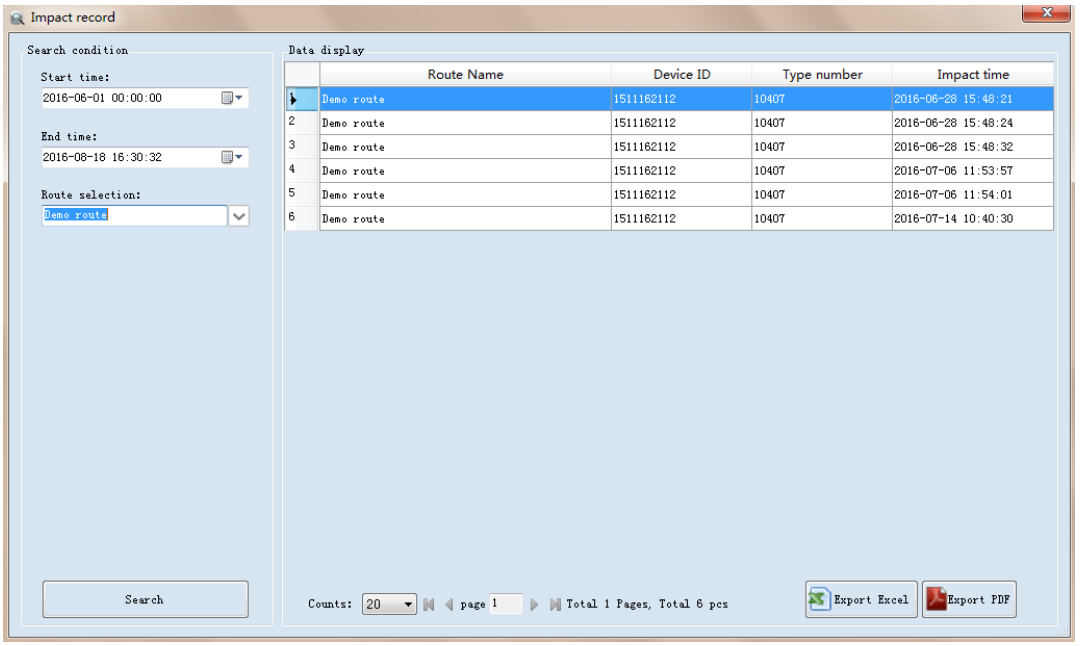
Miss :"Miss data " at the scheduled patrol period .(these data result are the same as in "Data result "report) .

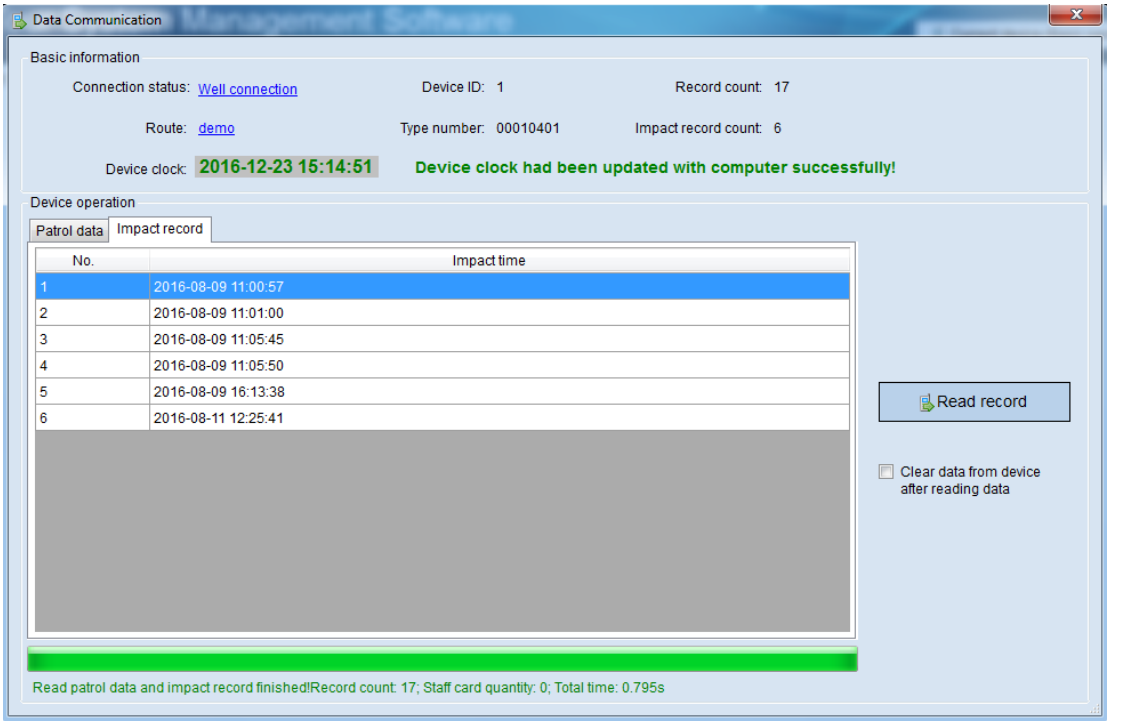
Imposter count : Result calculate for the "imposter data" .

9.5 Impact record

You can query the impact record data stored in the patrol device under your query date condition. The data displayed here are the same as the one under “Data communication ”- “Impact record” .

Please note the search date selection ,if no impact record generated under your search date condition, there will be nothing displayed here .

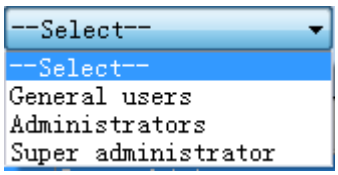




10. System tools

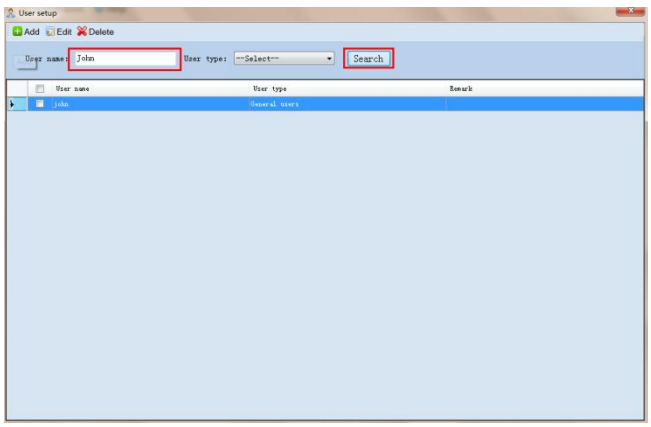
10.1 User setup

There are 3 types user can be created : Super administrator , Administrator , General users



You can Create new user, Edit or delete user , Query use with user name or user type .

1. Query : Type user name or select user type to query、



2. Add user

■ User type explanation

3 types user : Super administrator (Admin , default by system) , Administrator , General user.

Super administrator : There is only one Super administrator allowed in this system , its "Admin ". It with all permission for software .

Administrator ,General user : No much permission difference just Administrator can create "Administrator " and "General User " . General user can only create "General user " .

Notice :

(1) When creating new user , can only create General user or Administrator user .

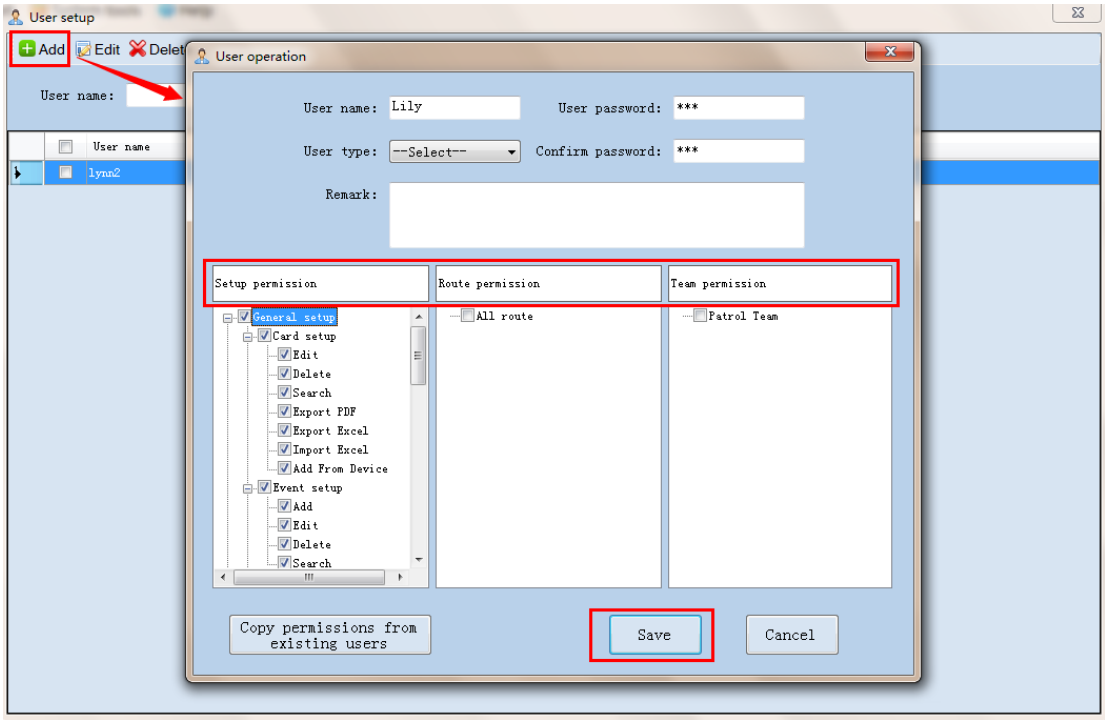
(2) Admin is the system default user account .

(3) Default password is "123", suggest you to change Admin password timely .

(1.) Fill in basic user information (User name , password , user type and operation permission for software .

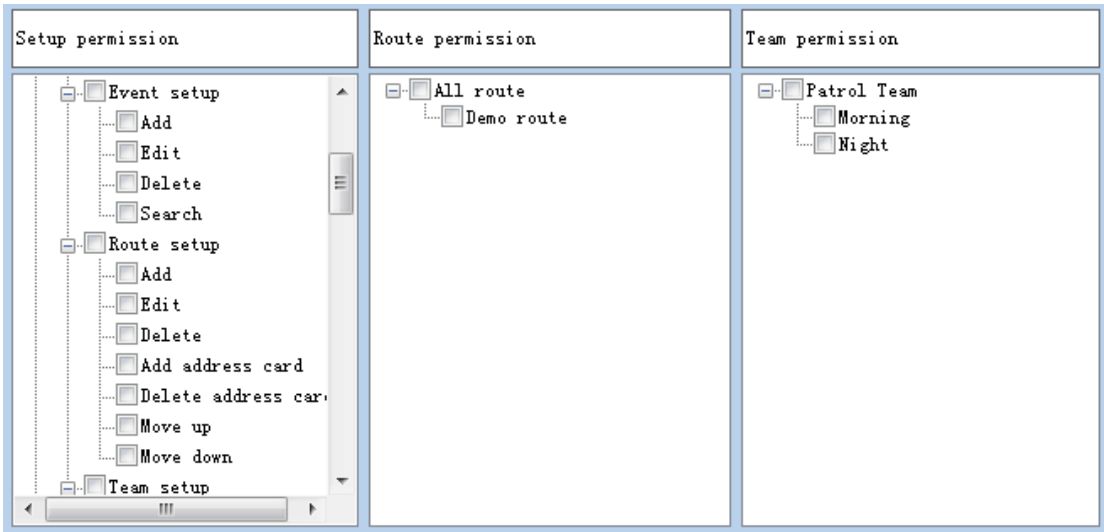
There are 2 types user can be created “Administrator ” or “General users” . The difference of General user and Administrator is Administrator can create “Administrator ” and “General User ” . General user can only create “General user ” .

There is only one “Super administrator ” allowed , the system default one, can only change the password , and change the operation permission. This account is can’t be deleted or change name and user type. “Super administrator ” with the highest permission to set all account .

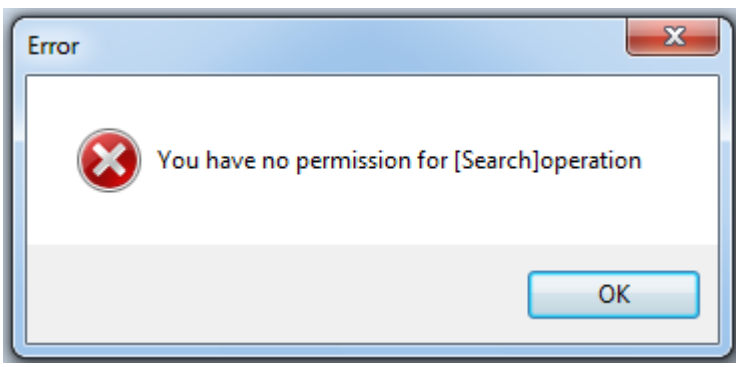


■ Operation permission

Three main operation permission : Setup permission , Route permission, Team permission .As below picture



If not tick the permission option for specified , when the user log in system with his account and operate the related interface , system with show message " You have no permissions for xx operation ! ". As below picture :

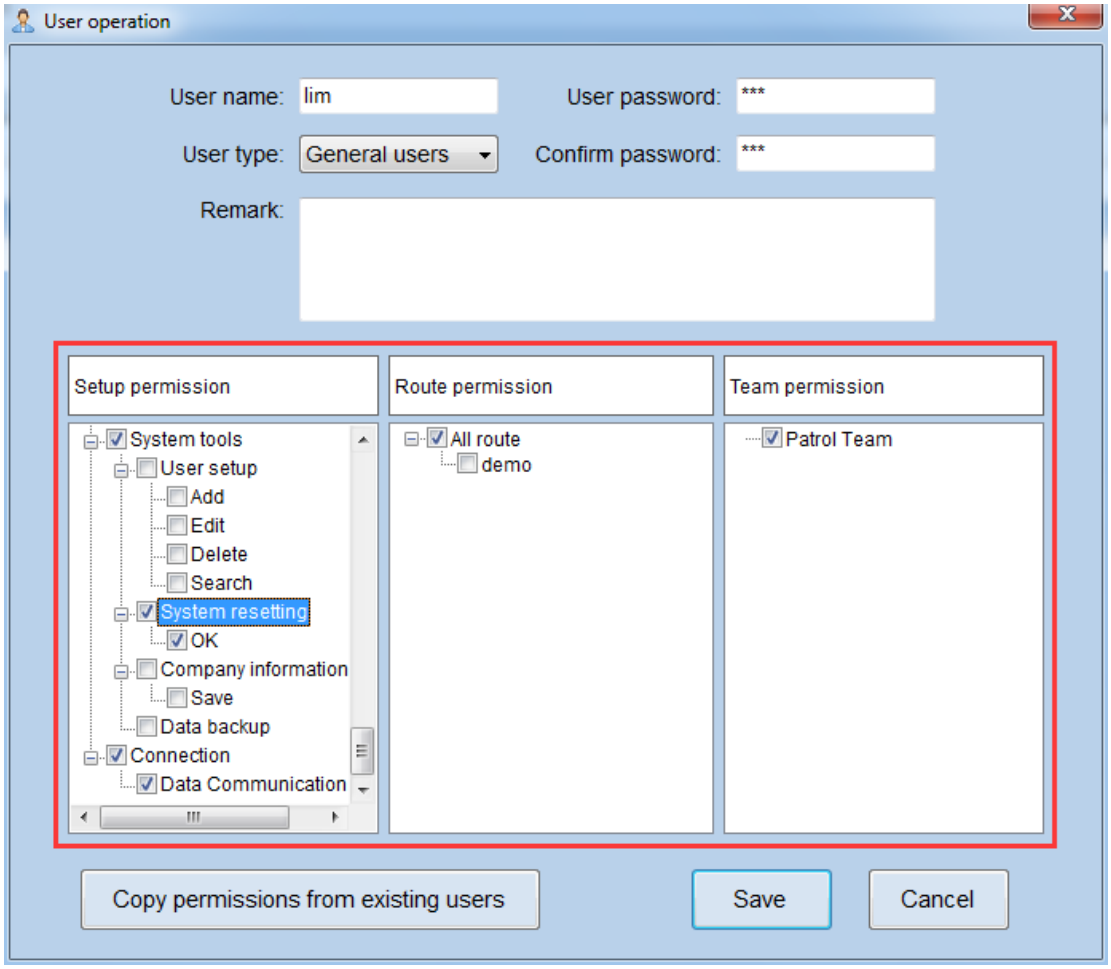


- Authorization explain
- All user (Admin not included) permission are authorized by who created them ;
- The creator's authorization permission can't beyond what themselves with;

A . For example : Sam with below permission , so the user created by Sam can only with the permission not beyond what Sam with .

As below picture, Sam is without " Route permission ", so the user created by Sam should also without this permission .

Notice : The permission the creator must have is “ User setup (Add) ” .



B. User type can be created : If Sam is “ Administrator ” , he can create a new user with type “Administrator ” or “General User” . If Sam is “General User”, he can only create “General User ” also ,can not beyond Sam’s type .

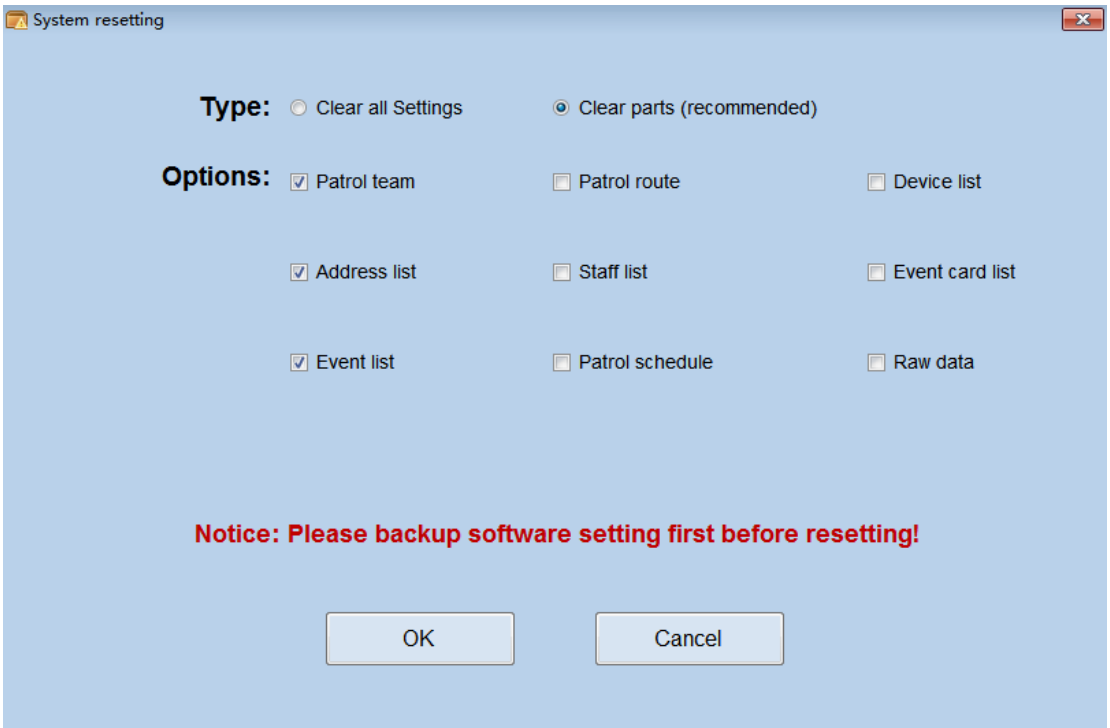
◆ Creator can query , edit and delete the user information which created by them . If not create user, they can only see themselves information .

◆ User can not extend their operation permission only if apply to the creator who created them .

For example , if user “Sam” is created by “Devin”, Sam can only extend his operation permission by applying to Devin.

10.2 System resetting

Select the part should be reset , click “OK” to clear information from software (Select you to choose “ Clear parts” to select what you want to delete. Please backup data before resetting , or data will not recovered again).



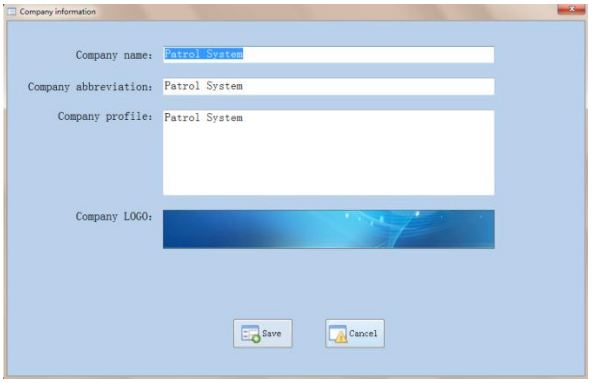
10.3. Company information

Company name : Company name , this will be shown as report title

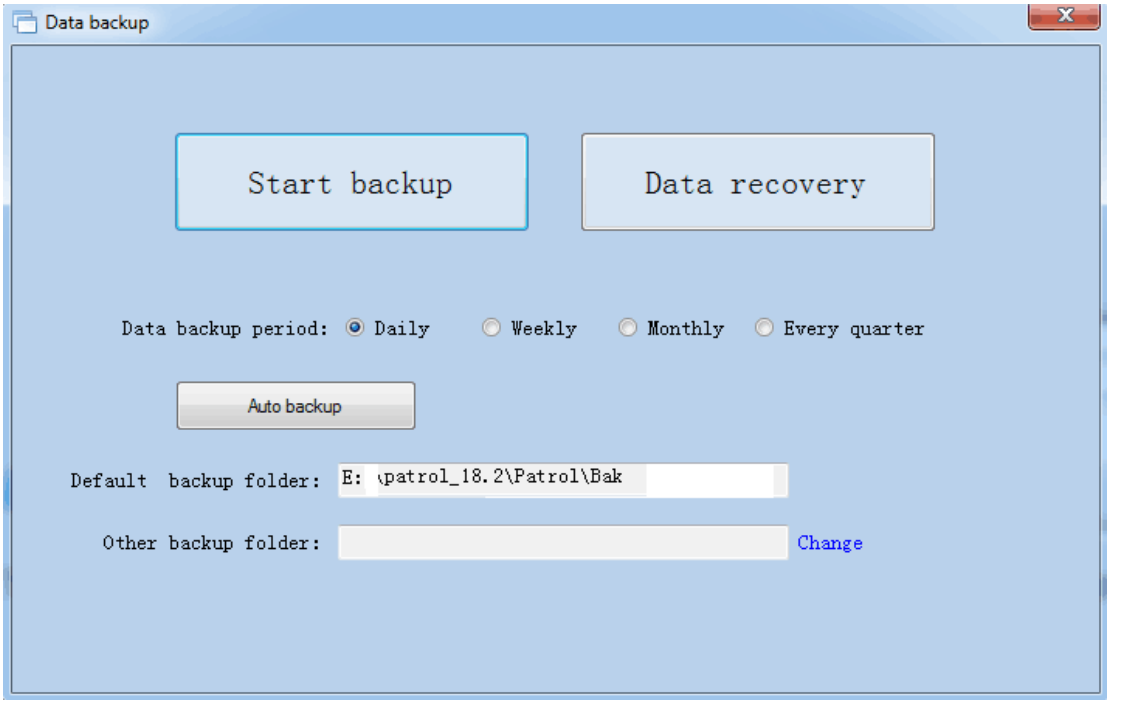
Company abbreviation : Fill in according to actual demand

Company profile : Fill in according to actual demand

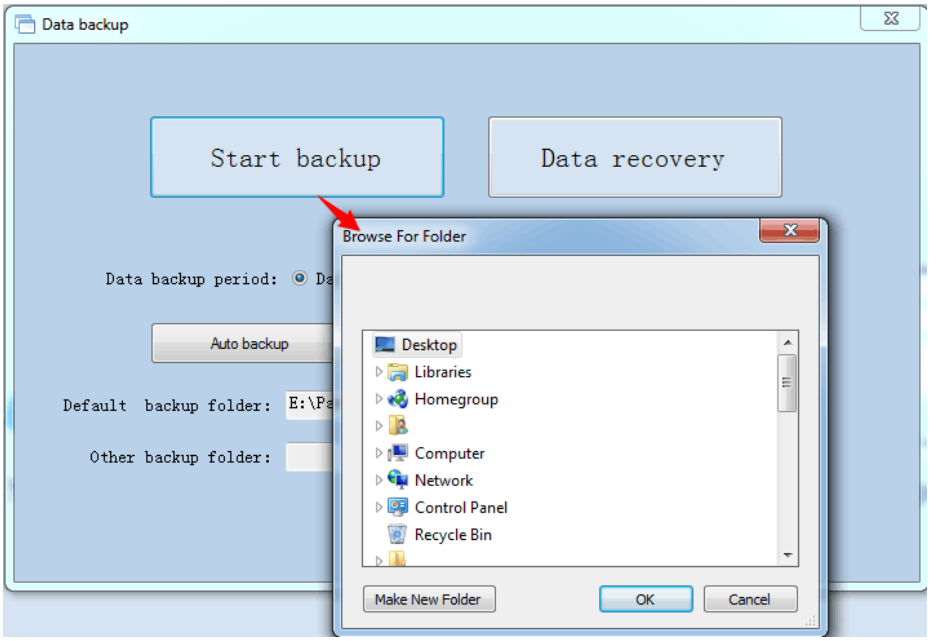
Company LOGO: Background of software logo



10.4. Data backup



- Start backup: Backup the current software database to your specified path



➢ Data recovery: You can recover any existed backup from your storage path (Including all software setting , data stored in previous database).

➢ Data backup period: There are 4 types backup period “Daily” “Weekly” “Monthly” “Every quarter” Once click “Auto backup”, software will backup the database automatically as your specified period.

➢ Default backup folder: Display where is the current database “bak” storing path.

➢ Specify backup folder : Click to modify the database storage file , you can it put to the location you want .

** For data safety , please not put data backup in “C” disk.